

**PRAIRIE VIEW A&M UNIVERSITY**  
**ADMINISTRATIVE PROCEDURE**

**31.01.09.P0.01 Overtime For Non-exempt Employees**

Approved (December 16, 2011)

Next Scheduled Review (December 2012)

**1. PURPOSE**

- 1.1 This procedure is intended to clarify what constitutes overtime, how it is earned, and usage at Prairie View A&M University (PVAMU). This procedure also outlines the process of requesting overtime. The procedure is required by [System Regulation 31.01.09](#).

**2. DEFINITIONS**

- 2.1 **Workweek** – A fixed and regularly recurring period of seven consecutive 24-hour periods (168 hours), beginning on Thursday and ending on Wednesday.
- 2.2 **Pay Period** – A predetermined set of consecutive calendar days during which an employee's work hours are recorded and for which a payroll check is subsequently produced.
- 2.3 **Biweekly pay period** – This period consists of two work weeks, each of which begins on a Thursday and ends on a Wednesday. All PVAMU non-exempt employees work schedules will be defined in this pay period.
- 2.4 **Fair Labor Standards Act (FLSA)** – A federal statute which governs the administration and compensation for overtime.
- 2.5 **Non-Exempt/Classified staff employees** – Employees who are not exempt from FLSA overtime provisions.
- 2.6 **Time Traq** – The Texas A&M University System online time keeping system for recording time and leave for non-exempt employees.
- 2.7 **Leave Traq** – The Texas A&M University online system for tracking the accumulation and usage of paid and non-paid leave.
- 2.8 **Regular Hourly Rate** – Is determined by the hourly rate set for the particular position in the budget.
- 2.9 **Student Employees** – Those employees who hold positions that are reserved only for students of the University. All student employees, except for selected graduate student employees, are non-exempt and are subject to FLSA overtime provisions.
- 2.10 **State Compensatory Time** – When a classified/non-exempt employee has not worked more than forty hours during a workweek, but the total of hours worked plus paid leave, holidays, and compensatory time exceeds forty hours, the department shall grant state compensatory time off on a straight time basis for the excess hours.

### 3.0 PROCEDURES - OVERTIME

#### 3.1 General:

- 3.1.1 Employees will record and round work time to the nearest quarter hour.
- 3.1.2 FLSA does not limit the number of hours a non-exempt employee can work each day.
- 3.1.3 A non-exempt employee must be compensated for time worked over a forty hour workweek.
- 3.1.4 All time worked must be documented in Timetraq, including hours worked over a 40 hour workweek.
- 3.1.5 Hours worked include:
  - 3.1.5.1 All time during which an employee's presence is required to be on the employer's premises, or at a prescribed or authorized workplace, and
  - 3.1.5.2 An employee who, as a condition of employment, resides on university property on a permanent basis or for extended periods of time is not considered to be working all of the time while on the premises. Work schedules for such employees will facilitate a 40 hour workweek.

#### 3.2 Employee's Responsibilities:

- 3.2.1 A non-exempt employee is required to request permission in writing in advance from his/her supervisor prior to working more than his/her predetermined work schedule.
  - 3.2.1.1 If more than twenty hours of overtime is planned in one week, the written approval of the next level of supervision is required in advance.
- 3.2.2 Non-exempt employees can be disciplined if they fail to get prior written approval before working over a 40 hour workweek, in accordance with [System Regulation 32.02.02](#) Discipline and Dismissal of Non-faculty Employees.
- 3.2.3 If an employee is required to work over a 40 hour workweek, due to a university emergency situation, the employee is required to inform their supervisor in writing as soon as possible, and no later than the next business day.

#### 3.3 Supervisor's Responsibilities:

- 3.3.1 Supervisors are responsible for monitoring the number of hours worked including any hours over a 40 hour workweek.
- 3.3.2 For non-exempt employees, supervisors must approve in writing all hours over in advance of the work unless an emergency situation precludes such notice.

- 3.3.2.1 If the overtime hours in a week are to exceed twenty hours, the next level of supervision must also approve in advance and in writing.
  - 3.3.3 Supervisors must ensure all hours worked over a 40 hour workweek are paid at FLSA compensatory rate.
- 3.4 Non-exempt employees will always be compensated for actual hours worked over a 40 hour workweek. These hours must be documented in TimeTraq.
- 3.5 Travel:
  - 3.5.1 For overnight trips, travel between 8am and 5pm is counted as hours worked regardless of the day of the week.
  - 3.5.2 For overnight trips, travel times outside hours in 3.5.1 above may be counted as hours worked when the travel is required to perform assigned duties and is approved by the supervisor in advance in writing.
    - 3.5.2.1 Example 1: An employee travels on a Sunday to be ready for a Monday morning meeting.
    - 3.5.2.2 Example 2: An employee travels after normal working hours or on the weekend with a student group as a chaperone.
  - 3.5.3 For same day trips, all hours of travel are counted as hours worked.
  - 3.5.4 Travel that is considered an employee's regular job duty (bus driver or truck driver) is compensated as hours worked regardless of the hours of travel.
- 3.6 Usage of FLSA or State Compensatory Time:
  - 3.6.1 When requesting paid time off unrelated to sick leave, all non-exempt employees that have FLSA or State compensatory time balances must use that time first before using vacation leave.
- 3.7 Calculation of Compensatory Time:
  - 3.7.1 FLSA compensatory time is calculated automatically in TimeTraq by taking hours worked in excess of forty and multiplying those hours by one and one half to determine the total amount of compensatory time earned for that workweek.
  - 3.7.2 State Compensatory Time is calculated when an employee has not worked 40 hours in a workweek, but total hours worked in TimeTraq exceed 40 hours; the employee will receive an hour of compensatory time for each hour worked over 40 hours.
- 3.8 FLSA Compensatory Time:
  - 3.8.1 FLSA compensatory time is paid at one and one half the total amount of hours actually worked over 40 hours.
  - 3.8.2 Non-exempt employees may not accrue more than 240 hours of state compensatory time (equivalent to 160 hours of overtime worked).

