NORMAL WORK HOURS

Hours of Work and Work Schedules: Employees are expected to adhere to assigned work schedules unless the employee has requested and been approved for leave or the schedule deviation has been approved by the supervisor in advance in accordance with College policies. Each supervisor filling an authorized position shall have the responsibility of seeing that personnel abide by the policy adopted by the Board of Trustees defining a normal workweek and workday.

Records and Reports: Hourly (FLSA non-exempt) employees are required to fill out a timecard or timesheet accurately reflecting hours worked. Absences must be documented on a leave form and accompany the timecard/sheet. Salaried (FLSA exempt) employees are not required to complete a time sheet for hours worked, except when directors may require time sheets or other recording methods as it relates to grant funding or other programs. Weekly work schedules should be documented and maintained with other payroll-related records within the department. It is each employee's responsibility to accurately record all hours worked on the College-provided timekeeping system and to attest to the accuracy of the information contained within each submitted time sheet. Each division has the responsibility to maintain records of all hours worked and to submit the supervisor-approved records to the Payroll office. Essential records verifying attendance to duties and responsibilities belonging to the position as defined in the job description shall be maintained by the respective supervisory personnel via the on-line personnel/payroll system.

Teaching Faculty: Normal work hours for Faculty are outlined in Sections 7.10 and 7.20 of the Collective Bargaining Agreement between The Board of Trustees of Broward College and The United Faculty of Florida.

Exceptions to Normal Work Hours: Variations from the normal workweek and the normal workday for each classification of positions may be made upon written justification setting forth the unique or unusual duty assignments peculiar to the position and essential or advantageous to the College and the exigencies of the circumstances and the situations. These variations shall be upon authorization of the immediate supervisor and approved by the appropriate member of the President’s Staff. Such approved variations shall be considered as equivalent to the normal workweek or normal workday.

OVERTIME

All overtime must be pre-approved, recorded and signed by area leadership and the employee

Pre-approved vacation and College holidays count as hours worked for the purposes of this calculation. Non-exempt employees who accrue compensatory leave at the time and one-half rate shall not accrue more than 240 hours compensatory leave as allowed under FLSA. All non-union, non-exempt, employees shall be granted compensatory time within three months of the date(s) the overtime is worked at one and one-half

| Recommending Officer’s Signature: | Date: 00/00/00 | President’s Signature: | Date: 00/00/00 |
times the hours over 40. If the three (3) months have passed, and the Supervisor/Administrator has not authorized compensatory time off, cash compensation will be processed by the Payroll Department. Accompanying signed timesheets must be provided as supporting documentation of accrued time.

The rate of pay is one and one half times the hourly rate of pay for all hours worked in excess of 40 in a work week. For an employee assigned to a 37.5 hour workweek additional hours worked up to 40 will be paid at straight time, thereafter, one and one half times the hourly rate as required by FLSA.

**CAUTION:** Employees who are “suffered or permitted” to work, even if it is not requested or authorized by an employer must be paid by the employer. Non-exempt employees should not be permitted to work outside the normally assigned schedule unless authorized in advance by the supervisor to avoid overtime liability for the College.