

Time Schedules

Summary

The university's human resources policy on time schedules, including work week, breaks, and over time pay.

Purpose

To provide guidance on the management of time schedules for faculty and staff at CSU, including work week, breaks, and over time pay.

Policy

Work Week

Columbus State University has established a standard work week of forty hours with regular operating hours Monday through Friday from 8:00 a.m. to 5:00 p.m. Eastern Time. Certain areas and components of the University have work schedules that differ from the standard so that operations can be maintained as necessary. Our work week for payroll purposes begins on Saturday and ends on Friday. Distribution of hours, scheduling of employees, approval of leave time, and approval of actual hours worked for pay purposes is the responsibility of the department or unit head or his/her designee.

Overtime and Compensatory Time

Employees required to work hours in addition to the regularly scheduled workday or on a day which is not normally a scheduled work day may be granted time off within that same work week, in an equal ratio to the extra hours worked. This system is used to hold the total hours worked within a given work week to 40 hours, even though the regular work schedule is changed.

During peak workloads or emergencies, it may be necessary for a supervisor to require overtime work. The standard work week is 40 hours for employees who are non-exempt

under the Fair Labor Standards Act. (Non-exempt employees are those persons identified as staff and paid for specific hours each week.) Overtime is paid as compensatory hours and is accrued when work is authorized to exceed 40 hours in any one work week. Employees may not work more than 40 hours a week unless prior supervisory approval has been given. Employees classified as non-exempt under the Fair Labor Standards Act will earn one-and-one-half hours compensatory time for each hour of authorized overtime work. Professional and Administrative employees are paid to perform a specific job rather than for specific hours of work and, therefore, are not authorized overtime pay.

Related USG Policy

USG Human Resources Administrative Practice Manual

Last Update

7/26/18

Responsible Authority

CSU Human Resources