

**Designated
Workweek**

The designated College workweek will be from 12:01 a.m. Sunday through 12:00 midnight on Saturday.

Exempt / Nonexempt

The District President or designee will determine the classification of positions or employees as “exempt” or “nonexempt” for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA).

Exempt employees are compensated on a salary basis for their employment period and are not entitled to overtime compensation. Exempt employees may be required to work outside of normal business hours.

Compensatory Time

Nonexempt employees are compensated on an hourly basis for all hours worked each week and are compensated for overtime in accordance with federal and state regulations and the College’s compensation plan.

Nonexempt employees are not permitted to work beyond their scheduled work hours unless authorized in writing, in advance, by their supervisor.

Nonexempt employees may be subject to disciplinary action for working overtime or beyond the approved schedule without advanced written approval from their supervisor. In the case of an emergency or where campus safety is involved, a verbal directive to work additional hours from their supervisor is appropriate authorization. However, the verbal approval will be documented with a follow-up e-mail from the supervisor to the employee.

A nonexempt employee is compensated through compensatory time off or direct overtime pay for the additional hours worked beyond 40 in a workweek at a rate of time and one-half the employee’s normal pay rate. Employees may not earn and take compensatory time within the same workweek. Adjusted schedules are documented by the employee and approved in writing in advance by their supervisor.