



FAIR LABOR STANDARDS ACT

POLICY

Brunswick Community College follows the Fair Labor Standards Act (FLSA) as administered by the Wage and Hour Division of the Department of Labor (DOL). However, the College awards compensatory time off in lieu of payment for overtime to non-exempt employees. Supervisors will make every effort to avoid situations that require a non-exempt employee to exceed the 40-hour workweek. In no case is a non-exempt employee to schedule himself/herself for overtime work.

It shall be the responsibility of the Supervisor of a non-exempt employee to document the requirements of this policy and the Fair Labor Standards Act as it applies to individual reports.

PROCEDURES

The following terms and definitions shall be used throughout the Brunswick Community College Human Resources Policy:

Exempt Positions - Positions at the executive, administrative, and professional levels that are not subject to the Fair Labor Standards Act (FLSA) overtime requirements. Exempt employees are not required to complete time cards.

Non-Exempt Positions - Positions that are subject to the FLSA overtime requirements. Non-Exempt employees are required to complete time cards as defined by Human Resources and Payroll.

Workweek

Full-time employees normally work forty hours per workweek. The President of the College may institute a flextime work schedule that will best serve the needs of the employees and the College. Employees in administrative and professional positions shall work the number of hours necessary to assure the satisfactory performance of their duties. When necessary, the President may authorize deviations in schedules. Part-time (30 Hour) employees shall not work more than 30 hours per week.

Approved by the Brunswick Community College Board of Trustees
October 19, 2017