

TIME AND ATTENDANCE POLICY FOR NON-EXEMPT EMPLOYEES

This policy assures non-exempt employees at Cossatot Community College of the University of Arkansas (“UA Cossatot”) of its practice to accurately compensate them, to do so in compliance with all applicable state and federal laws, and to correct mistakes when they are called to its attention. It is expected, therefore, that all employees at UA Cossatot will review their payroll records promptly each time compensation is received, and report any perceived error to the Payroll Tech in the Business Office.

UA Cossatot will fully investigate every report of perceived error or violation of this policy, will take corrective action when appropriate, and will make a good will effort to avoid violations in the future. In addition, UA Cossatot will not allow any form of retaliation against individuals who report alleged violations or who cooperate in UA Cossatot’s investigation of such reports. Any form of retaliation in violation of this policy may result in disciplinary action, up to and including discharge.

DEFINITIONS

NONEXEMPT EMPLOYEES are those whose positions do not meet Fair Labor Standards Act (FLSA) exemption tests and who are paid or receive compensation time at one-and-one-half times their regular rate of pay for hours worked in excess of 40 in one week. This definition is based on provisions of the FLSA and state law (See <http://www.dol.gov/compliance/laws/comp-flsa.htm>).

TIME PROCEDURES

The work schedule for non-exempt employees generally begins each Monday at 8:00 a.m. and ends each Friday at 4:30 p.m., with the exception of summer hours and official UA Cossatot holidays or closings. Flexed work schedules may be approved by supervisors to meet departmental needs. Non-exempt employees receive a 30 minute lunch break and two additional 15 minute breaks each work day. The additional 15 minute breaks are given/taken at the supervisor’s discretion.

A nonexempt employee must maintain an accurate record of the total hours worked each day. The record must include all regular and overtime hours worked, any absences, late arrivals, early departures and meal breaks. The signature of the employee is required as an indication that the record is complete and accurate. The signature of the immediate supervisor is required for verification and approval.

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. A nonexempt employee will be expected to work overtime when necessary to meet the needs of UA Cossatot. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the employee’s supervisor's prior written authorization.

In lieu of overtime compensation, the State of Arkansas and any political subdivision of the state may award compensatory time off at the rate of not less than one and one-half (1 ½) hours for each hour of employment for which overtime compensation is required. Nonexempt employees at UA Cossatot are compensated for overtime worked through the use of compensatory time (comp time) in accordance with state and federal law. Compensatory Time Authorization forms must be utilized and approved in advance. Overtime pay is typically paid for comp time exceeding 90 hours.

A nonexempt employee may not work any hours that are not previously authorized in writing by the employee's supervisor. A nonexempt employee will not be paid for voluntarily arriving at the work-site before their regular starting time or remaining at the work-site after their shift. No overtime, no matter how slight, may be worked without prior written approval from their supervisor.

A nonexempt employee does not start work early, finish work late, work during a meal break or at their desk or work station, take work home, work weekends, or perform any other unauthorized extra or overtime work without written authorization from their supervisor. A nonexempt employee is prohibited from performing "off-the-clock" work, i.e, work performed and not reported.

ATTENDANCE PROCEDURES

To maintain a safe and productive work environment, UA Cossatot expects employees to be punctual and reliable in reporting for scheduled work. Employees are hired to fulfill specific needs of the college. Nonexempt employees are expected to be at their jobs during their regularly scheduled hours. Attendance will be carefully monitored. When absent or tardy, it disrupts the work in the school. Therefore, absence from work will not be excused under circumstances that can reasonably be avoided. Reporting of Absences falls under College Policy 460 and College Policy 464 Uniform Conduct Standards explains the various Offenses that absences may fall into if needed. The following rules apply to all non-exempt employees:

- Regardless of your reason for absence or tardiness, the employee must always notify his or her supervisor as far in advance as possible, but no later than thirty (30) minutes prior to the start of the scheduled work time.
- If, because of an emergency, the employee is unable to notify his or her supervisor, the employee should have someone contact the supervisor on his or her behalf.
- The employee is expected to give the reason for absence or tardiness and the date and time when the employee expects to return.
- Unless it is an approved leave of absence, the employee must call in each day of his or her absence.
- Chronic and repeated tardiness without acceptable reason is cause for disciplinary action and falls into a Group 1 Offense from College Policy 464 Uniform Conduct Standards.
- In the case of a prolonged absence, a leave of absence must be approved in advance and if the prolonged absence is due to personal illness, a physician's release may be required prior to return to work.

- If the employee is absent three consecutive scheduled workdays without notification, he or she will be considered as having abandoned the job and will be terminated. This is a Group 3 Offense from College Policy 464 Uniform Conduct Standards.
- An excused absence occurs, provided the employee still has available paid time or the absence is otherwise approved, when the employee notifies the supervisor of his or her absence no later than thirty (30) minutes prior to the start of the scheduled work time, or as soon as possible in the case of an emergency.
- An unexcused absence occurs when an employee fails to notify the supervisor of his or her absence, when notification is received less than thirty (30) minutes prior to the start of the scheduled work time, when permission is not granted by the supervisor for justifiable reasons, or in any case when there is no paid time off available and the leave is not otherwise approved.
- Two or more incidents of unexcused absences within any six-month period may result in disciplinary action up to and including termination of employment.
- The college maintains attendance records for its employees. Written reprimands, which are placed in the employee's personnel file, become part of the employee's record.
- Employees are not allowed to use sick days for reasons other than personal illness, illness of an immediate family member or for the care of others as proscribed by federal or state law. Unless otherwise approved for leave under the Family and Medical Leave Act or to accommodate a disability under the Americans with Disability Act, a supervisor may require a physician's note when abuse of sick leave is suspected. If a supervisor confirms that the sick day benefit is being abused, a written warning may be issued and a copy filed in that employee's personnel file. Such warnings may lead to further disciplinary action up to and including termination of employment.

Policy History:

November 7, 2016

NON-EXEMPT EMPLOYEE TIME LOG PROCEDURE

Procedures:

1. All qualified non-exempt employees as defined by FLSA and state law must submit an employee time log each pay period to the Business Office (Payroll Tech). If in doubt of whether you are a qualified non-exempt employee, please see the Director of Human Resources.
2. The form must be completed by noon the day after pay day.
3. An employee's name, social security number, and department must be entered in the proper cells.
4. All work days during a pay period must be accounted for and match to leave request forms submitted in same time frame.
5. Pay periods run from the 1st of the month through the 15th and the 16th of the month to the last day of the month.
6. Directions for filling out the form properly are found at the bottom of the form.

Procedure History:

October 12, 2016
