

Polk State College Procedure

Subject	Reference	Date	Number
Overtime	Fair Labor Standards Act (FLSA) F.S 1001.64	11/7/17	6005

I. Purpose

The purpose of this procedure is to assign responsibilities for the approval of overtime, and to establish controls which can restrict the amount of overtime expenditures. The College abides by all state and federal laws that apply to wages and overtime, including the FLSA (Fair Labor Standards Act).

The FLSA establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in federal, state, and local governments.

II. Procedure

- A. The following College officials have authority to approve overtime for employees who work within their areas of responsibility: President's staff, budget heads, and exempt supervisors.
- B. The approval authority extends to overtime for persons regularly assigned to these officials and to those temporarily assigned.
- C. The responsibility over each area will rest with the College officials named above. The budgeted overtime allocation will be initially recorded in an account designated by the appropriate official. Each responsible official will maintain a record of approved overtime by activity to easily determine how much of the allocation is left. A budget amendment request will be provided to Business Services, as necessary, to distribute allocation to cover actual expenditures.

III. Time Sheet Maintenance for Exempt and Nonexempt Employees

The Fair Labor Standards Act (FLSA) establishes two classifications of employees. These two employee groups are exempt and non-exempt.

A. Exempt Employees

Exempt employees are excluded from overtime laws and are not required to complete time sheets. However, they are required to fill out a leave sheet using accrued vacation or sick time for time missed.

Exempt employees will work on a monthly salary and are expected to be present for duty as assigned by their supervisor. The exempt employees will not receive compensatory time or 1½ times their hourly rate for overtime work hours.

B. Nonexempt Employees

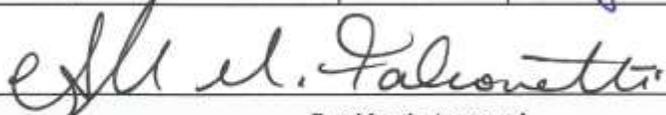
Those employees who work in positions that are classified as nonexempt (not exempt from overtime pay requirements per the FLSA) will be paid at the rate of 1½ times their hourly rate for each hour physically worked over 40.

Nonexempt employees with multiple part-time assignments need to be coordinated with all related departments to ensure the responsibility of overtime costs and potential eligibility for benefit coverage.

Recording of Overtime:

1. For pay purposes, the work week for all nonexempt employees is 12:01 a.m. Saturday through 12:00 p.m. Friday.
2. The pay period for pay purposes is the calendar month. Pay day is the last work day of each month. Overtime is paid in the next month. Each work week must be considered as a separate unit as it relates to overtime.
3. Hours worked in one work week may be carried over for compensatory time to another work week. However, a week which spans over two different months will be recorded on two separate time sheets, i.e., only that portion of the week applying to a specific month will be recorded on that monthly time sheet.
4. When recording time on a time sheet, the actual amount of time worked each day should be recorded on the date worked in the column marked "Hours Worked."
5. Any overtime balances due will be paid upon termination.

History: Adopted: 6.2 8140.2, August 4, 1977
 Renumbered: 6005, November 3, 1980
 Revised: May 2, 1983, February 12, 1986; August 2, 2010;
 May 28, 2014; November 7, 2017

	11/3/12		11/13/17
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			11/14/12
President's Approval			Date