University Policy No. 200.33
NONEXEMPT EMPLOYEE POLICY

Responsible Administrator: Vice President of Administration
Responsible Office: Office of Human Resources
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Policy Statement

It is the policy of Claflin University to offer nonexempt eligible full-time employees overtime for hours worked beyond 40 hours per week in accordance with the Federal Fair Labor Standards Act (FLSA).

Statement of Purpose

The purpose of this policy is to provide guidelines for compliance with the FLSA for nonexempt employees.

Applicability

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. This policy applies to nonexempt employees, as defined below.

DEFINITIONS

Nonexempt employees are employees whose work is covered by the FLSA. They are *not* exempt from the law's requirements concerning minimum wage and overtime.

Exempt employees are generally executives, fulltime faculty, managers, professionals, or administrative staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold institutional positions that meet the standards and criteria established under the FLSA by the U.S. Department of Labor. See University Policy No. 200.32: Exempt Employee Policy.

PROCEDURES

ELIGIBILITY FOR OVERTIME

In accordance with the FLSA, nonexempt employees are eligible to receive overtime pay at a rate of one and one-half times their regular rate of pay for time worked in excess of 40 hours per workweek. The workweek begins at 12:00 AM on Sunday and ends at 11:59 PM on Saturday. Normally, if an employee works beyond 8 hours per day and less than 40 hours per week, the employee should receive straight time pay.