



**Cochise College
District Board Policy**

**Category: All Employee Groups
Policy Number: 621**

Title: Hours of Work/Overtime Compensation

Cochise College complies with the Fair Labor Standards Act (FLSA) and ensures employees are appropriately compensated as required by applicable law.

**Procedure 621.1
Definition of Workweek and Full-time**

The normal workweek for full-time, benefited, non-exempt employees is forty (40) hours per workweek. The college's standard workweek begins on Sunday at 12:00 a.m. and ends on Saturday at 11:59 p.m.

Full-time faculty workload is defined in Governing Board Policy 623 and accompanying procedures.

**Procedure 621.2
Definition of Exempt and Non-exempt**

Human Resources is responsible for designating positions as "exempt" or "non-exempt" according to Fair Labor Standards Act provisions.

1. Exempt

Employees who work in an executive, administrative, or professional (advanced knowledge in a field of science or learning acquired by a prolonged course of specialized intellectual instruction) job classification and who are not eligible for overtime pay under the Fair Labor Standards Act based on generally meeting three tests for this exemption, including the salary basis test, salary level test, and duties test.

2. Non-exempt

Employees who are non-exempt from the provisions of the Fair Labor Standards Act are eligible for overtime pay. Non-exempt employees shall be paid at least minimum wage and receive overtime compensation for all hours worked in excess of forty (40) hours in a workweek. Hours worked includes actual hours worked, summer hours and any designated paid holidays. Hours worked does not include paid leave taken, including personal leave, sick leave, bereavement leave, annual leave, etc.

Procedure 621.3

Compensatory Time Option

Covered non-exempt employees may request overtime compensation in the form of compensatory time off at the rate of one and one half hours for every hour worked over forty (40) hours or compensation at the rate of one and one half times the regular rate of pay for all overtime hours. It is the policy of the college that overtime hours shall be compensated as overtime pay. The request for compensation time off in lieu of overtime pay must be made in writing to the payroll office by the employee and approved by his/her supervisor at the beginning of each fiscal year.

All unused compensatory time shall be paid to employees on the first payroll in June and the first payroll in December of each year. Compensatory time may be accrued up to a maximum of 80 hours. Any compensatory hours in excess of 80 hours shall be compensated at the employee's current rate of pay on the payday following accrual in excess of 80 hours.

Procedure 621.4 Overtime

Systems and procedures for recording and reporting employees' work hours have been developed and implemented. Training on this system and procedures is provided to employees during onboarding.

Overtime:

1. Supervisors may authorize overtime in emergencies or times of unusually heavy workload. Employees may not work overtime unless it is approved by their supervisor in advance.
2. All hours worked are to be reported through web time entry. Failure to accurately report and record actual hours worked is subject to disciplinary action up to and including termination of employment.
3. The payroll system calculates overtime hours worked.
4. The college shall compensate overtime in excess of the forty-hour (40) workweek. Paid time off including compensatory time taken, personal leave, bereavement leave, sick leave, and annual leave, does not count toward completion of a forty-hour (40) workweek.
5. Time off for college approved holidays does count toward completion of a forty-hour (40) workweek.
6. Hours worked in excess of the forty-hour (40) workweek shall be paid as overtime or time and a half.
7. When overtime work occurs on a holiday, the employee shall receive two and one-half times the employee's regular hourly rate of pay. If the employee is to receive compensatory time for working on a holiday, the employee shall be paid for the holiday hours plus accrual of compensatory time at one and one-half times the hours worked.
8. The college shall compensate overtime pay in the payroll immediately following when the overtime is worked.

**Procedure 621.5
Reporting**

Employees are responsible for accurately reporting hours through the online reporting system and supervisors are responsible for verifying time is reported accurately. If an employee is unable to submit a timesheet for payroll processing, the supervisor shall send the hours worked, absences and leave taken amounts to the payroll office for proper accounting.