

**Baylor University**  
**Fact Sheet: Requirements for Exempt Employees**  
Revised: 7/16/2013

This document provides information on work hours, use of time, and work schedules for exempt employees (i.e. salaried faculty or staff). Exempt employees are “exempt” from the Fair Labor Standards Act (FLSA), which means they are not eligible for overtime pay. Exempt employees are paid a monthly salary. It is important for a supervisor and employee to discuss work/life balance when determining how to best implement work hours and volunteer hours. Questions can be directed to askHR at (254) 710-2000 or askHR@baylor.edu.

**Work Hours**

- Working beyond or outside of the normal business hours and on weekends is acceptable within an exempt role in order to complete the work.
- Normal business hours are 8 am to 5 pm Monday through Friday. The expectation is that employees are present and working during this timeframe. Changes in an employee’s work schedule must be pre-approved by his/her supervisor and/or department head.
- Based on the nature of the work requirements and agreement of the supervisor, an exempt employee may not always work within the confines of an 8 am to 5 pm business day. Some days may be shorter and some days may be longer than a traditional 8-hour work day based on business need. Supervisors should be clear with their employees about such variances in their work hours.

**Work Hours Outside of Normal Business Hours**

- Based on the nature of an exempt employee’s role, it is permissible for a supervisor to require an exempt employee to work additional hours beyond 40 hours in a work week without additional compensation (including working events at Baylor, checking/responding to emails away from any work location, and taking/making phone calls that are work-related. The extra time worked is considered part of the scope of the employee’s job duties.

**Time Use and Recording**

- Vacation time, sick time, and personal time (and other time off as approved) should be recorded on the [Monthly Absence Record](#).
- A best practice is for exempt employees to use the Monthly Absence Record (or other method used by their Department) in order to track time used.

**Approval**

- Vacation time or personal time must be preapproved by the supervisor utilizing the method established by the department. The supervisor must be notified of sick time as established by department protocol.

**Additional Provisions**

- **Overtime pay** - Overtime pay does not apply to exempt employees.

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- **Flexible work schedule** – Establishing a flexible work schedule, for example working 7:30 am to 4:30 pm, is allowed so long as it is pre-approved by the supervisor. This is commonly used to address a business/development need such as for an employee taking a college class.
- **Compensatory time** - Baylor does not allow compensatory time so at no time should employees keep a bank of compensatory time hours.
- **Excessive Time Off** – An employee’s excessive use of time off can be addressed by the supervisor and should be reported to a designated HR Client Relationship Manager (CRM) for further review and consultation. However, if the leave time qualifies as FMLA (Family and Medical Leave Act) time, it is protected leave and is not considered excessive time off.

#### **Exempt Employee Responsibilities**

- Exempt employees are responsible to comply with these provisions.

#### **Supervisor Responsibilities**

- Supervisors must become familiar with these provisions and comply with them.
- Supervisors must familiarize exempt employees with these provisions and hold them accountable.

#### **References**

[Fair Labor Standards Act \(FLSA\) \(http://www.dol.gov/whd/flsa/\)](http://www.dol.gov/whd/flsa/)

[BU-PP 305 Overtime](#)

[BU-PP 402 Vacation Time](#)

[BU-PP 403 Sick Time](#)

[BU-PP 404 Personal Time](#)

[BU-PP 802 Work Hours/Schedules](#)

Baylor Office of General Counsel (OGC) Website: [Fair Labor Standards Act: Wage and Hour Laws](#)

(<http://www.baylor.edu/ogc/news.php?action=story&story=120494>)