Policy Statement

Baylor University (the “University”) complies with the Fair Labor Standards Act (FLSA) by compensating non-exempt employees at one and one-half times their regular rate of pay for hours worked in excess of 40 hours per seven-day workweek. **Compensatory time is not authorized in lieu of overtime pay, in accordance with the FLSA.** Non-exempt employees may not volunteer to perform their work duties without pay.

This Policy is designed to comply with and be interpreted in a manner consistent with the University’s obligations toward its employees under all relevant federal, state, and local laws to include the laws of states where employees may reside and work in accordance with the Baylor University *Alternate Work Location Policy* ([BU-PP 045](#)).

Reason for the Policy

To ensure fair and equitable pay in accordance with the FLSA

**Individuals/Entities Affected by this Policy**

Non-exempt employees

**Exclusions**

Exempt employees
Related Documents and Forms

University Policies and Documents
- Work Hours and Schedules
- Holiday Time
- Court Leave

Other Documents
- Fair Labor and Standards Act (FLSA)

Forms and Tools
- Payroll Office

Definitions

These definitions apply to terms as they are used in this policy.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-exempt employee</td>
<td>Hourly, paid employee, eligible for overtime pay</td>
</tr>
<tr>
<td>Exempt employee</td>
<td>Salaried employee, not eligible for overtime pay</td>
</tr>
<tr>
<td>Compensatory time</td>
<td>Time off with pay in lieu of overtime pay for irregular or occasional overtime work</td>
</tr>
</tbody>
</table>

Contacts

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone</th>
<th>Office email/web site</th>
</tr>
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<tbody>
<tr>
<td>Policy Questions</td>
<td>Human Resources</td>
<td>254-710-2000</td>
<td><a href="mailto:askHR@baylor.edu">askHR@baylor.edu</a></td>
</tr>
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<td><a href="https://hr.web.baylor.edu">https://hr.web.baylor.edu</a></td>
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<tr>
<td>Payment for Overtime</td>
<td>Payroll</td>
<td>254-710-2217</td>
<td><a href="mailto:Payroll.Office@baylor.edu">Payroll.Office@baylor.edu</a></td>
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<td><a href="https://payroll.web.baylor.edu">https://payroll.web.baylor.edu</a></td>
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Responsibilities

<table>
<thead>
<tr>
<th>Term</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>Supervisor</td>
<td>Manages and sets expectations on the use overtime; Reviews and approves timecards</td>
</tr>
<tr>
<td>Non-exempt employee</td>
<td>Seeks approval prior to working overtime hours; Accurately records all hours worked</td>
</tr>
</tbody>
</table>

2. Overtime Pay (BU-PP 305)
Principles

What is Included in Work Time

The 40-hour workweek is a fixed and regularly recurring period of 168 hours – seven consecutive 24-hour periods, Sunday to Saturday. Only hours worked in excess of the 40-hour workweek are considered overtime hours.

In all circumstances, all time spent performing Baylor work (regardless of the week, time of date, or location) is paid time. Non-exempt employees must not perform work outside of their regularly scheduled hours without express permission of their supervisor.

Examples of what is included in the “work time” to calculate overtime follow:

- Attendance at required work-related training, lectures, or meetings during regular scheduled work hours is generally considered hours worked and recorded as such on the timecard, which could result in overtime pay. Such attendance is not considered work if the following four criteria are met:
  1) attendance is outside of the employee’s regular scheduled working hours;
  2) attendance is in fact voluntary;
  3) the course, lecture, program or meeting is not directly related to the employee’s job, or the work of the employee’s office or department, and
  4) the employee does not engage in any productive work during such attendance.

- Attendance is not truly voluntary if it is required by the employer, or if the employee is led to believe that nonattendance would somehow adversely affect his / her employment.

- Training is directly related to the employee’s job if it is designed to make the employee handle his / her job more effectively, as distinguished from training him / her for another job, or to a new or additional skill.

- Work performed after or outside of “normal scheduled hours” such as during the lunch break, or at home or other places away from the normal job site, such as email or phone calls in the evening when the supervisor “knows or has reason to believe that” the work is continuing.
• Generally, travel time on University business that cuts across the normal workday is compensable time worked, regardless of whether such travel occurs on a day the employee is normally scheduled for work, excluding regular meal periods. If the employee travels as a passenger outside normal working hours, the time is not compensable. An employee who serves as a driver or a pilot for other employees would be paid for the entire travel time. This same rule applies even in the case of travel on days not normally worked.

“Work time” does not include paid leave, such as vacation, sick leave, court leave, holiday pay, or personal time. Normal work commute to and from home/work is not included.

**Procedures**

**Managing Overtime Worked**

Supervisors should inform staff in advance of restrictions in the number of overtime hours worked. They should establish clear expectations and boundaries related to work during meal breaks and after hours. Supervisors must ensure that all hours worked are accurately recorded, to include after-hours work and work during lunch breaks.

Non-exempt employees should seek prior approval for work hours exceeding 40 hours per week. Employees must accurately record all hours worked on their timecard. Averaging of hours over two or more weeks is not permitted. Failing to record hours worked in one week and adding them to a later week or weeks, is not permitted.

To the extent possible, department heads should plan for and budget for overtime hours during the budget preparation process.