ER 18 UNIVERSITY OF PITTSBURGH POLICY (formerly 07-04-01)

CATEGORY: PERSONNEL
SECTION: Work Hours and Location
SUBJECT: Time Records/Attendance/Overtime and Compensatory Time
EFFECTIVE DATE: April 4, 2006
REVISED DATE: January 18, 2024
PAGE(S): 3

I.   SCOPE

This policy establishes the standard University workweek, maintenance of Staff Time Records, compensation for overtime hours as required by the Fair Labor Standards Act, and docking. This policy applies to all regular full-time and regular part-time staff at all campuses of the University.

II.   POLICY

Hours of Work

The University has established a standard 37 1/2 hour workweek for full-time classified staff. The University workweek begins Sunday at 12:01 a.m. and ends at midnight the following Saturday. Standard working hours are from 8:30 a.m. to 5:00 p.m., Monday through Friday, with one unpaid hour for lunch.

A variety of flexible working schedules, altering starting and quitting times, lunch hours, days of the week worked, or number of hours worked per day, may be initiated at the discretion of the department administrator. Schedules may be arranged to allow employees to attend classes. In all cases, full-time exempt and non-exempt employees are expected to work a total of 37 1/2 hours per week.

Attendance

All employees are expected to report to work regularly and on time. The immediate supervisor must be notified by the employee within the first hour of the workday if illness, inclement weather, or other unforeseen situations cause tardiness or absence, barring extenuating circumstances that make such notification impossible or extremely difficult (such as abrupt hospitalization or major emergency such as fire or flood – not including any circumstance in which a quick telephone call can be made).

Staff Time Records

A Staff Time Record form must be completed for all regular full-time non-exempt and regular part-time non-exempt staff. Non-exempt employees must record hours worked and any approved time off. Exempt employees must record any approved days off excluding holiday and recess time.

Staff Time Records for all active and terminated employees are stored electronically, and are subject to audit by the Department of Labor's Wage and Hour Division.

Compensatory Time and Overtime

Non-exempt employees who work between 37 1/2 and 40 hours during the workweek may either be paid a straight hourly rate for those hours, or be granted compensatory time off, at the discretion of the department administrator. The compensatory time will be paid in the pay period that it is earned.

In accordance with the Fair Labor Standards Act, employees in non-exempt positions must be paid at the rate of 1 1/2 times their regular hourly rate for all hours worked beyond 40 hours per workweek. Overtime pay will be paid in the pay period that it is earned.

Each day designated as one of the following - sick, bereavement, jury duty, or compensatory - used during a given workweek reduces the total hours worked in that workweek by 7 1/2 hours. In other words, use of these days are not treated as hours worked and do not count towards the calculation of compensatory time or overtime. Vacation days, personal days, or paid holidays used during the workweek count as time worked during that workweek for the purpose of calculating overtime and compensatory time.

Regular full-time, non-exempt employees who work on an established University paid holiday must be paid either their straight hourly rate plus an additional 1 1/2 times their regular hourly rate (for a total of 2 1/2 times their regular hourly rate)

Regular full-time, non-exempt employees who work during the winter recess (excluding established University paid holidays) must be paid their straight hourly rate plus an additional one times their straight hourly rate (for a total of 2 times their regular hourly rate)

Exempt employees are not paid or granted compensatory time or overtime for hours worked in excess of 37 1/2 in a given workweek.

Hours worked beyond the standard 37 1/2 hours per week must be approved in advance by the department administrator.

Docking

Non-Exempt Employees:

A Non-Exempt employee is paid for all hours worked.

Exempt Employees:

An exempt employee's pay is not subject to reduction because of variations in the quality or quantity of the work performed other than the following permissible deductions:

- Absences from work for one or more full days for personal reasons, other than sickness or disability
- Absences of one or more full days occasioned by sickness or disability (including work-related accidents) if the deduction is made in accordance with applicable University policy and/or practice regarding sick days, disability leave or workers' compensation. Deductions may be made for full-day absences for which an employee receives such disability coverage. Deductions may also be made for full-day absences if an employee has not yet qualified as being eligible for otherwise applicable sickness or disability coverage, and if the employee has exhausted the leave allowed under such coverage
- Offsets of military pay received by an employee for a particular week for absences occasioned by military leave
- Penalties imposed in good faith for infractions of safety rules of major significance
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for infractions of workplace conduct rules, and imposed pursuant to a written policy applicable to all employees
- Absences during the initial or terminal week of employment
- Absences that constitute unpaid leave under the Family and Medical Leave Act

Improper Docking Complaints:

The University is committed to proper pay practices and policies. If an employee's pay is found by the University to have been incorrectly docked, the University will reimburse the employee for any improper deductions and will make a good faith effort to see that any future deductions are in accordance with the law. Any employee who believes that his or her pay has been improperly

docked may follow the staff complaint procedure as defined in the University [Staff Handbook](#) or may utilize [Pitt Concern Connection](#).