FLSA meeting

**Meal period** – The departments are required to provide uninterrupted at least 30 minutes of unpaid meal period.

Rest periods - Department heads have the authority, but are not required, to establish and permit rest periods for nonexempt employees of up to 15 minutes each four-hour work period. Rest periods are paid work time, and are included as work time on the employee time record.

**Rest periods** are not to be used (1) to offset late arrival or early departure from the worksite, (2) to extend the meal period, or (3) to accumulate paid time off from one day to the next. (Fair Labor Standards Act and Overtime Policy)

**Start shift times** – The supervisor is recommended to schedule the shift times at least a week in advance. Any last minute unexpected changes in shift times are still allowed. However, any schedule change must be clearly document. Additionally, the schedule changes cannot change the total number of hours worked for that week.

**Overtime/Comp time - I**n lieu of receiving overtime in regular pay, UArizona prefers to pay overtime as Compensatory Time (Comp Time). Comp Time is accrued at either the straight time or time and one half rate depending on the total number of hours the employee worked in the workweek. Accrued Comp Time is paid time off, similar to vacation time. When an employee separates from the University or moves to a position with exempt status, any accrued Comp Time must be paid out.

**Accrual Limit of Comp Time** - After a nonexempt employee has accrued 120 hours of compensatory time off (prorated by FTE), all subsequent overtime hours worked shall be paid in cash. Exceptions to this rule may be approved in writing by the Dean/Vice President in advance; however, in no case shall the accrual of compensatory time off exceed 240 hours (prorated by FTE). As compensatory time is an unfunded fiscal liability, department administrators may establish fiscally practical departmental policies further limiting the accrual of compensatory time. Department administrators are responsible to ensure that compensatory time balances do not become excessive.

**Minimum work hours** – The University of Arizona requires quarter-hour reporting/rounding for all employee types to provide consistency across the university. Here are the guidelines for how to report time worked and an explanation of how the web clock will round punches for payable time. Rounding should be used if the time in/out does not fall on the quarter-hour as well. Time worked of 7 minutes or less should be rounded down, and time worked of 8 minutes or more should be rounded up to the next quarter hour. See chart below:

**Minutes Worked Reported Minutes Reported Hours**

0-7 0 0.00

8-22 15 0.25

23-37 30 0.50

38-52 45 0.75

53-60 60 1.00

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**Volunteering** - Paid time off for volunteering may be used for University events as long as the work being performed is not a requirement or duty of your University employment. Supervisors may exercise their discretion to deny or request deferral of paid time off for volunteering, including consideration of unit staffing, business needs, and conflict of commitment management. The nature or mission of the Nonprofit or 501(c)(3) organization, or governmental agency cannot be considered in the supervisor’s decision. The activity must take place during hours when the employee is regularly scheduled to work

**Travel Time** - In ordinary situations where a nonexempt employee normally commutes to and from the worksite, the employee is not entitled to compensation for travel time.

Excluding normal commuting time, the general rule is that nonexempt employees should be compensated for all travel time unless it is overnight, outside of regular working hours, on a common carrier, where no work is performed.

(Example: If changing work sites such as Eller staff having to report to Mckale to start their shift, that is not compensable. McKale now becomes their work location for the day. If this staff starts their day at Eller and then has is directed to work at McKale, the travel time to McKale would be compensable.)

Single-day out-of-town travel is considered compensable time, excluding normal commute home-to-work travel time.

Overnight out-of-town travel is compensable time when it cuts across the employee's workday. This is true for hours worked on regular working days during normal working hours and during the corresponding hours on nonworking days. For example, an employee regularly works from 8 a.m. to 5 p.m. from Monday through Friday. The employee travels on business to a location that requires two hours of travel time. The employee leaves Friday at 8 a.m., works the remainder of Friday and Saturday morning, and returns on Saturday at 2 p.m. The two hours of travel time on Friday and the two hours of travel time on Saturday are compensable time. Of course, the work hours on Friday and Saturday are also compensable time.

Regular meal period time is not considered compensable time.

Time the employee spends in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile and is free to relax, is not considered compensable time.

See chart below:

**COMPENSABLE Travel**

* Travel to different worksites during the workday
* Travel to a different city, returning the same day
* Travel that requires an overnight stay - During regular work hours
* Driving that is required by the employer

**NOT COMPENSABLE Travel**

* Home-to-work commute(If changing work sites such as Eller staff have to report to Mckale to start their shift, that is not compensable. McKale now becomes their work location for the day)
* Travel that requires an overnight stay - Outside of regular work hours

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**Vacation/Sick and Overtime** - All hours **worked** beyond a nonexempt employee’s regularly scheduled hours (FTE) in a workweek are considered "overtime." Vacation and sick hours are not considered hours worked so they cannot cause an employee to receive overtime. Example – Employee takes 8 hours of Vacation on Monday and works a total of 34 hours the rest of the week. Even though it adds up to being more than 40 hours, the employee will be paid 8 hours vacation and 34 hours of regular time and no over-time.

**Jury duty** - Employees must keep their supervisor apprised of the anticipated length of service and return to work promptly when the service is completed. If their jury commitments finish early and employees can reasonably meet some or all of their regular work schedule, they are expected to do so.

**Tips for Supervisors**

* Meet with impacted direct reports to ensure they understand overtime policies, procedures and expectations.
* Check with department leadership to confirm expectations regarding meal and break times or compensatory time accrual.
* Before authorizing overtime, explore all alternatives, such as changing priorities, reassigning work, or offsetting excess hours with reduced hours in another day in the same workweek.
* You and your business office will receive notifications if your direct report exceeds the max comp time accrual balance of 120 hours. College/division leadership may grant an exception for up to 240 hours, but please be mindful of your employees' balances.
* Have new non-exempt staff watch the Entering Time Training [https://financialservices.arizona.edu/payroll/employees/timesheet/reporter-positive#](https://financialservices.arizona.edu/payroll/employees/timesheet/reporter-positive)

**Time Reporting Deadlines**

**EE Schedule Type Timesheet Due Time Approver Due Time Coord Due**

Regular non-weekend hours 10am Friday 5pm Friday 10am Monday

Regular with weekend hours 11:59pm Sunday 10am Monday 11:45am Monday

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**Supervisory Tips**

**Managing remote hybrid employees**

**Re-evaluate your approach to performance management.**

Managers usually don’t stand next to subordinates to ensure they are working all day. Examine what the job entails and whether physical presence is necessary.

**Specifically address overtime expectations.**

Have a solid overtime policy in place that prohibits working more than 40 hours in a given workweek without advance written authorization.

If an employee fails to obtain prior approval for any overtime hours that he or she reports, ensure that we pay the overtime but take remedial actions to avoid repeat violations. These could include meeting with HR to define strategies to handle the issues for the future.

Moreover, to minimize overtime, management should not make demands of remote workers during off hours.

**Ensure agreement on what constitutes “hours worked” .**

Employees should understand the expectations associated with tracking their compensable worktime, including that break and meal times must be properly tracked. Usually rest breaks of 15 minutes or less are compensable, while meal breaks of 30 minutes or more are unpaid, as long as no work is performed during that time.

**Employee breaks and lunch periods**

Set clear expectations with employees regarding length and number of breaks periods.

Restate the employee work hours.

Focus on employee performance

**Managing employees working nights or weekends**

Set up regular check-ins

Set clear expectations and goals