Compensable Hours of Work

Employees' normal core work hours are included on the Job description (PageUp)

Hours worked over 40 in a workweek by non-exempt employees is considered overtime (FLSA)

- o Overtime pay is 1.5 x the regular hourly rate of pay
- o Overtime Compensatory Leave is earned and banked at 1.5 hours for each hour of overtime worked
- o Customarily, it is at the discretion of the employee working the overtime to determine pay or compensatory leave
- o When work is offered and accepted on a volunteer basis, the work may be offered with the stipulation that any hours that are counted as overtime will be counted as Overtime Compensatory Leave Earned. Example: Working at the university graduation ceremonies.

Supervisors may arrange temporary, alternate work week hours as needed

Employees may request flex-time where it is feasible (See HR-18.02 policy)

Non-traditional work, such as the following, must be included in the calculation of compensable work:

- o Answering emails after hours
- o Remoting into your UWF desktop and performing work or review of any kind
- o Reviewing phone messages that are work related
- o Bringing written materials home and reviewing or revising such
- o Travel to and from home when called back to work
- o Responding to phone calls that require an employee to assist verbally with work related matters

Travel related time counted as compensable:

- o Time to pick up a rental car
- o When travel is done by car, all time driving from home directly to the destination and the related return trip
- o Time of flights or common carriers (Bus & Train)
- o Related ground transportation to hotel destination
- o Attendance at conference or meetings while on official state travel

Travel time **not** included in compensable hours of work:

- o Time at hotels when not otherwise engaged in a Conference or Official meetings
- o Time at dinner socials or non-formal related gatherings (Examples: Welcome mixers, tours and evening socializing)
- o Recreational or entertainment type events
- o Early arrival for events

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