

## **NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS**

### **WORK SCHEDULES MANAGEMENT**

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#### **Responsibilities**

The School Wage-Hour provisions conform to the requirements of both the Fair Labor Standards Act (FLSA) and the State's Policy on Hours of Work and Overtime Compensation. It covers SPA (Staff) employees, both permanent and temporary. Deans, Directors, and other supervisory personnel are responsible for assuring compliance with Wage-Hour provisions. Violation of Wage-Hour provisions may result in disciplinary action. Any violation may result in fines by the Federal Department of Labor, Wage & Hour Division.

#### **Managing Work Time**

The department head is responsible for managing hours worked through such measures as:

- Establishing and communicating work schedules for employees. Schedules should be established to meet departmental operating needs, but whenever possible should be flexible enough to meet employee's needs as well.
- Managing work time so that Non-Exempt employees do not perform unscheduled work that results in an overtime liability. Because of wage-hour concerns, Non-Exempt employees must perform work only during their regular work schedule unless it is approved in advance or in the case of a bona fide emergency.
- Approving in advance any change of an existing work schedule, including overtime work and compensatory time off.

Hours worked by an employee without the department head's permission or knowledge will normally be counted as hours worked if the department head or supervisor knows or should know of this work.

#### **Variable Work Schedule**

Department heads are responsible for establishing and adjusting work schedules to meet program and operational needs. An organization's work demands and services may require predetermined work schedules which do not allow flexibility.

An employee requesting a change in work schedule should provide sufficient notice and justification to his/her supervisor. Supervisors are encouraged to approve work schedules that are not detrimental to the work unit, and that are fair and equitable to all employees.

The supervisor and department head may approve an employee's request to work a variable work schedule. Factors to consider in approving variable work schedules include unit operational needs, availability of adequate supervision, and accessibility to business contacts and to the public served. Supervisors maintain work schedule records, adjust schedules as work needs dictate, and retract variable work schedules when justified.

With department head approval, an employee may begin the work day at any time as long as it meets departmental operating needs. An employee requesting a change in work schedule should provide sufficient notice and justification to his/her supervisor. Supervisors are encouraged to approve work schedules that are not detrimental to the work unit, and that are fair and equitable to all employees.

A 40 hour employee is encouraged to leave their work area for a meal period (which must be at least 30 consecutive minutes) and should be scheduled near the middle of the work shift.

### **Offsetting Sick, Bonus, and Vacation Leave**

The purpose of paid leave is to maintain an employee's income, not to enhance it. If an employee works additional hours outside his/her normal schedule in a week in which he/she also has taken paid vacation, bonus, sick leave, compensatory time off, equal time off, paid time off, or community service leave, the time is treated as "make up time" for the time that the employee was on leave. The number of leave hours originally charged must be reduced by the number of additional hours worked. The offset is mandatory; the employee cannot be paid both for the leave time and the additional work time.

For example, an employee works eight hours each day, Monday, Tuesday, Thursday, and Friday, and uses eight hours of sick leave on Wednesday. On Saturday, the employee (with advance management approval) works four hours. The Saturday hours "offset" the sick leave from Wednesday on an hour-for-hour basis. The Employee Time Record would show four (not eight) hours of leave, and four hours of work on Saturday.

There is no offset of coded hours for civil leave, military leave, School holidays, or travel time off.