

## Roger Williams University and Roger Williams School of Law

### Hours of Work and Overtime Policy

**Purpose:** To establish guidelines for hours worked in a normal work week and the compensation of overtime hours.

**Scope:** All employees (Note: those employees covered under a collective bargaining agreement, please refer to the appropriate contract); School of Law employees should refer to the School of Law schedule.

**Policy:** **Regular Work Week** - The regular work week is generally thirty-five (35) hours, although some departments work on a forty (40) hours per week schedule\*. The work week commences at 12:01 AM on Saturday and ends at midnight on Friday. A pay period covers two (2) work weeks.

Roger Williams University compensates all non-exempt staff members for actual hours worked in excess of 40 during the workweek at one and one half times their hourly rate. This is in compliance with federal and state law or in accordance with applicable collective bargaining agreements. Overtime should only be worked when approved by the manager. All hours up to 40 will be considered regular hours.

**Overtime Hours and Compensation** - Overtime hours and compensation are governed by the Federal Wage Hour Law, the Fair Labor Standards Act (FLSA). The Law requires the University to maintain accurate records of hours worked and to compensate all hours worked in excess of forty (40) per week at the rate of one and one-half (1 1/2) times the regular hourly rate. There is no requirement for overtime compensation to be paid on a daily basis, such as after eight (8) hours in a day.

**Exemption** - Certain positions are exempt from the provisions of the FLSA's requirement to pay overtime compensation.

**Lunch Period** - The normal lunch period for most employees is generally one hour. An employee may not waive the lunch period in order to shorten the work day. An adjusted lunch hour may occasionally be authorized by a manager on a case by case basis, but may not be authorized on a regular basis.

**Supper Period** - When an employee whose work period commenced before 12:00 Noon works beyond 7:00 PM, he/she is entitled to a supper period of not less than thirty (30) minutes, to be taken between 5:00 PM and 7:00 PM.

**Emergency Conditions** - All regular Full and Part-Time employees who are on the active payroll and scheduled to work will be paid their normal hours when the University officially is closed due to emergency conditions of short duration. Employees who are required to work during this period will be compensated at the rate of two (2) times their normal rate for a maximum of eight (8) hours. Time worked in excess of eight (8) hours will be paid at the rate of time and one-half.

When the University is closed due to emergency conditions and classes are canceled generally the Library, Dining Commons and Computer Center will remain open.