



# UNIVERSITY OF NORTH ALABAMA

## Staff Handbook

The University of North Alabama complies with the provisions of the Fair Labor Standards Act (FLSA) that apply to public universities.

### RECORDS AND RESPONSIBILITIES

According to the FLSA, non-exempt employees are required to record their time worked for each pay period. Therefore, each non-exempt employee is responsible for submitting either an electronic timesheet or, for Facilities employees, a bi-weekly timecard for hours worked and/or leave taken for each two week payroll cycle. Supervisors are responsible for verifying, correcting and/or approving the time of the non-exempt employees for whom they are responsible.

### HOURS OF WORK

Normal working hours for university employees are from 8:00 a.m. to 4:30 p.m., Monday through Friday, exclusive of holidays. Working hours for some departments and/or sections of departments may vary depending on the type of services offered.

Time is rounded off to the nearest one-quarter hour. All eight-hour work periods should begin no earlier than seven minutes prior to the start of the workday and end no later than seven minutes after the end of the workday.

Pre-shift and post-shift activities, which are an integral part of the employee's principal activities, must be included in the hours worked if such activity requires more than seven minutes prior to or after the shift. If such time is needed, it must be authorized by the supervisor.

#### Work Cycle

The FLSA takes a single workweek as its standard and does not permit averaging of hours over two or more weeks with the exception of that for University Police Officers.

For all non-exempt employees, the normal university workweek is 40 hours, measured from 12:01 a.m. Tuesday to 12:00 p.m. the following Monday, except for University Police Officers whose workweeks are defined according to their shift policy.

#### Breaks and Meal Period

**Breaks:** Employees who work eight hours per day are authorized one paid 30-minute break per day or the fractional equivalent for each workday of less than eight hours. By prior arrangement between the employee and his/her supervisor, the break may be taken with the lunch break so as to allow up to one hour for lunch and personal business. The break must be counted as time worked. Work during the break time is not work time in excess of the eight-hour workday.

**Meal Period:** Employees who work eight hours per day are given 30 minutes of unpaid time per day for a meal period. With supervisory approval, this meal period can be combined with the 30-minute paid break time to extend the meal period to one hour. Working during the meal break is considered compensable and must be approved by the supervisor prior to being worked. In order to qualify as a bona fide meal period under the provisions of the FLSA, the period must be 30 minutes or more in duration and the employee must be completely relieved of his/her duty. Therefore, it is advised that an employee take his/her meal break away from his/her workstation.