UT TYLER EMPLOYEE HANDBOOK

HOURS OF WORK

The University of Texas At Tyler is required by the Fair Labor Standards Act to maintain accurate time and leave records for all non-exempt employees. The FLSA requires the University to compensate non-exempt employees for any hours over forty (40) actually worked in one week at the rate of one and one-half (1.5) times the employee’s normal rate of pay. This requirement is applicable to all employees except for those in positions classified as executive, professional, or administrative which are exempted from FLSA overtime provisions, as outlined in Policy Number II.110 (Revision 2). All non-exempt employees who are required or permitted to work in excess of forty (40) hours in a work-week shall be entitled to additional compensation in one of the following ways:

By receiving compensatory time off at a rate of one and one-half (1.5) hours for each hour over forty (40) actually worked. Paid leave or holidays taken during a work week are not to be counted as hours worked in determining FLSA overtime hours. By payment for each hour over forty (40) actually worked in a work-week at a rate of one and one-half (1.5) times the employee’s regular rate of pay. Payment for overtime is at the discretion of the University and may be granted in instances in which granting compensatory time is not practical.

It is the practice of UT Tyler, whenever possible, to compensate employees for approved overtime services rendered by using compensatory time-off.

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