

## Options for Overtime Exempt Employees

Although exempt employees do not receive overtime pay under the Fair Labor Standards Act, and within reason, are expected to accomplish the work assigned even if this means working beyond the normal workweek of 37.5 hours, management has the flexibility to minimize the impact on employees by altering schedules, authorizing flex time and adjusting approved leave. The Division of Personnel and Labor Relations is available to assist management with determining the best available option within the terms of the employee's collective bargaining agreement.

### Rescheduling RDO's

Departments also have the option of rearranging an employee's workweek when it is known that the employee will have to work on their Regular Day Off (RDO). For example, if the employee's RDO's are Saturday and Sunday but they know that they will have to work those two days, then the RDO's can be changed to Thursday and Friday. This allows the employee to work when necessary with still observing their days off.

### Flexible Work Hours

Contractual provisions provide for the approval of flexible work hours. Flexible work hours allow for the scheduling of start and stop times outside the core hours of 8:00 a.m. to 4:30 p.m. For example, if an employee must perform a task prior to the start of normal business hours, he/she may work from 6:00 a.m. to 2:30 p.m. on that particular day while still fulfilling the full 7.5 hour workday.

### Flex Time Plans

#### GGU

With Division Director approval and in accordance with Article 22.02 (F), an overtime exempt employee may accrue up to 200 hours of flex time credits which may be used in lieu of leave, business permitting. Flex time credits are accrued after an employee works in excess of 45 hours in a workweek and are retroactive to 40 hours.

#### SU

With Division Director approval in accordance with Article 25.10, flex time plans are also available to SU employees. An employee who works in excess of 45 hours in a workweek will accrue flex time credits retroactive to 42 hours up to a maximum of 200 hours per year. As with GGU, flex time may be used in the same manner as personal leave. The recognized benefits are also the same for SU members.

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