

# **OLD DOMINION UNIVERSITY**

## **University Policy**

**§1**



Work Week– The established five day, 40hour per week schedule for every seven calendar day period. The standard university workweek begins at 12:01 a.m. on Sunday and ends the following Saturday at midnight. Requests for exceptions to the standard workweek must be submitted to the Department of Human Resources for approval.

**D. SCOPE**

This policy applies to all classified employees as defined above.

**E. POLICY STATEMENT**

Old Dominion University employees and supervisors are responsible and accountable for accurately reporting hours worked so that compensation policies are consistently applied and the University is compliant with all applicable Federal and State policies and guidelines.

**F. PROCEDURES**

Supervisor Responsibilities

Supervisors are responsible for setting a work schedule of 40 hours per week for full time classified employees, monitoring attendance, and verifying and approving work hours in WTE.

Alternative WorkSchedule

Alternative work schedules may be necessary in some instances to provide effective services to

1. Exempt EmployeesThe following wage and hour rules apply to exempt employees only:

a. Compensatory Leave

- i. Compensatory leave is authorized for exempt classified employees only when it is essential for the effective management of the University. It will not be used to accomplish normal operating duties. Under no conditions will exempt employees receive one and one-half-hour overtime pay or overtime leave.
- ii. Exempt classified employees are prohibited from earning compensatory leave except in accordance with the following exceptions:
  - a. Regardless of the position held, compensatory leave may be credited when a holiday falls on a scheduled rest day or when an employee is required to work on a holiday.
  - b. In unusual situations when, at the specific direction of the supervisor, an exempt employee works exceptionally long hours to meet the requirements of a critical or emergency situation, the supervisor may grant compensatory leave.
- iii. Compensatory leave expires if not taken within 12 months of the date it is earned. There is no maximum accumulation of compensatory leave hours.
- iv. In unusual situations, supervisors may ~~not~~ be able to allow exempt employees that emo2 (6 (



iv. When an employee's overtime leave ba

- v. The two-hour callback minimum may be applied more than one time on a given day if an employee is called in more than one time.
- e. Daylight Saving Time Non-exempt classified employees working a shift that spans the designated hour of transition from/to Daylight Saving Time will:
  - i. Receive eight hours pay for the actual seven hours worked during the spring transition from Eastern Standard Time to Daylight Saving Time and must account for the lost hour either by using accumulated leave or working the hour at another time during the same work week.
  - ii. Receive one and one-half hours of overtime pay or be awarded one and one-half hours of overtime leave for the extra hour worked during the fall transition from Daylight Saving Time to Eastern Standard Time.

In order to preclude paying overtime during the fall transition to Eastern Standard Time, Budget Unit Directors may elect to adjust evening shifts to eight actual work hours. Wage employees working shifts that span these transition periods are only authorized to be paid for the actual hours worked.

- f. Inclement Weather or Emergency Closing Compensation Non-





## 5. Wage Employees

All University wage employees are ~~non~~exempt. All provisions of the Federal Fair Labor Standards Act apply to wage employees.

- a. Wage employees must be paid for all hours worked. Work hours are recorded in WTE each pay period.
- b. Wage employees are limited ~~to~~working 29 hours per week on average during the period of May 1 to April 30 the following year not to exceed 1,500 hours.
- c. Wage employees may not be awarded compensatory leave or overtime leave.
- d. The provisions of the ~~call~~back pay policy apply to wage ~~em~~ployees.
- e. The provisions of the holiday pay policy are not applicable to any wage employee.

### Records Retention

Time and attendance records are retained for five years and then destroyed in compliance with the Commonwealth's Records Retention and

**POLICY HISTORY**

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**Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:**

/s/ Nadine Faulcon-Johnson  
Responsible Officer

March 21, 2016  
Date

**Policy Review Committee (PRC) Approval to Proceed:**

/s/ Donna W. Meeks

December 15, 2015