

Recording Hours Worked for Non-Exempt Staff

Time worked in addition to the staff member's normally scheduled hours must have prior supervisor approval in accordance with department-approved procedures. Both non-exempt staff and their supervisors are responsible for ensuring that hours worked for each workday are recorded accurately. Actual hours worked may be different than the staff member's scheduled workday, in which case, the amount of time worked (as opposed to scheduled) must be entered. Time that must be entered as hours worked on a non-exempt staff member's time record includes:

- Time spent working before or after normally scheduled hours.
Example: A non-exempt staff member works 30 minutes after the end of their scheduled workday.
- Time spent working at home
Example: A non-exempt staff member works at home for 2 hours to finish a project that they were unable to complete during scheduled work hours.
- Travel time that is part of the non-exempt staff member's principal work.
Example: A non-exempt staff member is required to travel between the Oakland and Greensburg campuses to make a delivery.
- Time spent at mandatory lectures, meetings, or training activities.
Example: A non-exempt staff member is required to attend a one-hour work-related training session on one of their scheduled days off.
- Time spent on an authorized break of thirty minutes or less.
Example: A non-exempt staff member that takes an authorized 10-minute break.

Meal Periods – Special rules apply to calculating work time during meal periods:

- A meal period is unpaid only for a consecutive period of time of thirty minutes or more during which a staff member does not perform any work. All other time during a meal period must be recorded as work time.
Example: A non-exempt staff member elects to eat lunch at their desk. Then the staff member reads a book and answers personal emails for one hour. This one-hour period should not be recorded as hours worked.

Example: Instead of taking their scheduled one-hour break for lunch, a staff member takes an uninterrupted break for 30 minutes and then resumes work. The first 30 minutes should not be recorded as time worked, but the final 30 minutes that the staff member worked during their scheduled lunch period must be recorded as time worked.

Example: Throughout the one-hour lunch break out of the office, a non-exempt staff member answers work-related email on their PDA and makes and receives work-related calls on their cell phone. The one-hour lunch break must be recorded as hours worked.