

**THREE RIVERS COLLEGE
PERSONNEL POLICY**

Section: 4000 Personnel	
Sub Section: 4500 Compensation	
Title: PP 4506 Overtime and Compensatory Leave	Page 1 of 2
Associated Policy: GAP 1107 Disruption in Normal College Operations	
Associated Regulations: PR 4506 Overtime and Compensatory Leave; FR 3510 Travel Authorization and Reimbursement	
References: Fair Labor Standards Act	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 12-16-2009	Last Revision: 09-21-2016

The Federal Fair Labor Standards Act (the "Act") was enacted by Congress to regulate such employment matters as hours of work, minimum wage, overtime compensation, and other conditions of employment. The Act, in conjunction with the regulations set forth by the Wage-Hour Division of the Department of Labor, also promulgates requirements related to the posting of notices, the preservation and location of records, and the record keeping requirements for employers. The Act further establishes specific criteria regarding whether employees are exempt or non-exempt for minimum wage, overtime, and compensatory leave.

Employees are considered non-exempt unless their position meets one of the exempt definitions as an executive, administrative, learned professional, creative professional, highly compensated or exempt computer employee and the activities directly and closely related to such work.

Employees who satisfy the definitions established for these exemptions (exempt employees) are not to be paid the statutory minimum wage and are not to be compensated for hours worked in excess of forty (40) hours per workweek.

Employees who do not satisfy the definitions for these exemptions (non-exempt employees) will either be paid overtime compensation of at least one and one-half (1½) times the regular rate of pay for **all hours worked** in excess of forty (40) hours in a workweek or given compensatory leave. In order to receive overtime compensation or compensatory leave, the employee **must be authorized to work**. Non-exempt employees who work in excess of forty (40) hours without authorization from a supervisor will be compensated for their work, but will be subject to disciplinary action up to and including termination. All non-exempt employees are required to record hours actually worked.

Three Rivers College shall compensate employees in such a way as to be in full compliance with the Act and all other federal, state, and local laws.

In all instances where Policy 4506 fails to address or is inconsistent with provisions of the Act, the Act will control.

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DOCUMENT HISTORY:

12-16-2009: Initial approval of policy 12-16-2009.

09-21-2016: The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.