

 Prescott College	Policy Number: 300	
	Policy Category: Personnel Policies	
	Timekeeping	
	Policy Summary: <i>The purpose of this policy is to outline the timekeeping requirements of Prescott College.</i>	
	Approval Date: 6/28/2023	Effective Date: 6/28/2023
Policy Owner: <i>Vice President, Finance & Administration</i>	Scheduled for Review: <i>Spring 2028</i>	

<p>Policy Statement</p> <p>Accurately reporting time worked is the responsibility of every nonexempt employee. The College must keep an accurate record of time worked to calculate employee pay and benefits.</p> <p>The employee is responsible for signing his/her time record to certify the accuracy of all time recorded. The department supervisor will review and approve the time record before submitting the record for payroll processing. In the event of an error in reporting time, an employee must immediately report the problem to the department supervisor.</p> <p>Overtime hours should only occur when warranted and in a planned, scheduled manner. Supervisors will inform employees of the need to work overtime and will provide as much notice as possible.</p> <p>Non-Exempt employees will be paid at the rate of one and one-half times the regular rate of pay for regular hours worked in excess of forty (40) hours. Vacation/Sick leave and holidays are not considered actual hours worked for computing overtime within a scheduled workweek.</p> <p>Altering, falsifying, tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.</p> <p>Non-exempt employees shall not be given future time off in lieu of excessive hours worked beyond the standard 40-hour work week.</p>
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<p>Definitions</p> <p><i>Time Worked:</i> includes all time that an employee is required to be performing duties for the college. Time worked is used to determine overtime pay required for nonexempt employees. The following provisions are included as time worked:</p> <ul style="list-style-type: none"> • Work away from premises or at home. Work performed off the premises or job site or at home by a nonexempt employee will be counted as time worked. A nonexempt employee will not be permitted to perform work away from the premises, job site or at home unless approved in advance in writing by the department director. • Break time. Rest periods of 15 minutes or less are counted as time worked.
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Time Not Worked: Per the Fair Labor Standards Act (FLSA), The College does not count the following provisions as time worked:

- Paid leave. Approved paid absences, including sick leave, vacation leave, holiday leave, Family and Medical Leave Act (FMLA) leave, military leave, jury and witness duty, funeral/bereavement leave, and voting time off are not counted as time worked.
- Lunch or dinner periods. Uninterrupted time off for lunch or dinner is not counted as time worked.

Non-Exempt employees: Employees who fall under the FLSA category to be paid at an hourly rate.

Exempt employees: Employees who are exempt from hourly classification by the FLSA and paid at a set rate per pay period.

Reason for Policy

Accurately reporting time worked is the responsibility of every nonexempt employee. The College must keep an accurate record of time worked to calculate employee pay and benefits.

Responsibilities

For following policy:	All employees and students
For enforcement of policy:	Director, Human Resources
For oversight of policy:	Chief Operating Officer
For procedures implementing the policy:	Director, Human Resources
For notification:	Policy Librarian

Procedures

Cross Referenced Policies

Revision History