

PERSONNEL

Personnel

Implementation of 37.5 Hour Work-Week (6.19)

PURPOSE

This policy is established according to provisions of the Fair Labor Standards Act and Tennessee Board of Regents policies and guidelines.

POLICY

It shall be the policy of Tennessee State University that regular work days, periods and times be established for all employees.

PROCEDURE

All regular fulltime employees of the university, including faculty, shall work a minimum of 37.5 hours per week throughout the year. The definition of "fulltime teaching load" has not been altered as a result of the 37.5 hour work week. Pursuant to the establishment of the 37.5 hours work week which became effective January 1, 1982, the normal fiscal year shall be 1,950 hours. The 37.5 hour work week does not affect longevity payments, anniversary dates or computations.

The work schedule shall include a one hour lunch/meal break and, work schedule permitting, two 15 minute miscellaneous breaks during each work day. For purposes of calculating the hours worked each week, lunch/meal breaks shall not be counted as time worked but miscellaneous breaks shall be counted. If an employee chooses not to take advantage of the 15-minute breaks, such time shall not be accumulated or added to lunch periods or any type of leave.

It is recognized that in some instances the nature of the work requires a 40hour work week be followed. Examples are security and boiler operator positions where round-the-clock duty requirements necessitate three 8hour shifts. Any employee working a 40hour work week must accrue 8 hours of sick leave each month, an appropriate amount of annual leave based upon an 8-hour day and length of service and 8 hours of pay for holidays.

Computation of time for Attendance and Leave

Because the official workday is 7.5 hours long, all attendance and leave records shall be kept in hours and tenths of hours, reflecting the actual hours worked each day and week. The following schedule of tenths of hours shall be followed in the documentation of time worked per day:

.1 hour = 6 minutes .6 hours= 36 minutes
.2 hours = 12 minutes .7 hours= 42 minutes
.3 hours = 18 minutes .8 hours= 48 minutes
.4 hours = 24 minutes .9 hours= 54 minutes
.5 hours = 30 minutes 1.0 hour= 60 minutes

The accrual of annual leave shall be recorded in hours and tenths of hours according to the following schedule for regular clerical and support personnel who work fulltime.

Maximum
Accumulation
Total Carried
Maximum Accumulation Forward
Years of Accrual Rate Annual Within to Next
Service Per Month Accumulation Fiscal Year Fiscal Year

0 5 7.5 hours 90.0 hours 315.0 hours 225.0 hours
510 11.3 hours 135.6 hours 405.6 hours 270.0 hours
1020 13.2 hours 158.4 hours 450.9 hours 292.5 hours
20 or 15.0 hours 180.0 hours 495.0 hours 315.0 hours
more

The accrual of sick leave shall also be recorded in hours and tenths of hours. All regular fulltime employees shall accrue 7.5 hours of sick leave per month with no maximum accumulation level.

Only clerical and support employees (nonexempt) are eligible for overtime and compensatory time off. Overtime and compensatory time off shall be computed in accordance with the provisions of the Fair Labor Standards Act.

Maintenance of Attendance and Leave Records

The University Personnel Department shall maintain an individual, official record of attendance and leave on each university employee. The immediate supervisor and the hiring authority shall have joint responsibility for maintaining and submitting to the Personnel Department official attendance and leave records on monthly paid and semimonthly paid employees.

Semimonthly attendance and leave records shall be forwarded to the Personnel Department by 10 a.m. on the Monday following distribution of semimonthly payroll checks. Monthly attendance and leave records shall be submitted to the Personnel Department on the 25th of each month by 10 a.m. Failure to comply with scheduled submission times may result in delay of paycheck. Each paycheck stub provides information on the type of leave taken during the month, holidays, year-to-date leave totals, and accumulated leave balances. Forms for certification of attendance and leave are available in the Personnel Department.

The University shall maintain all other records necessary to comply with the provisions of the Fair Labor Standards Act. All attendance and leave records shall be subject to review and audit at any time by the Comptroller of the Treasury or his/her designee and/or the State Department of Personnel.

REFERENCES

Fair Labor Standards Act

TBR Guideline No. P020

Supersedes "Implementation of 37.5 Hour Workweek" Policy No. 5:04 in the University Wide Policy Manual