



## **Implementation of 37.5 Hour Work-Week (6.19)**

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### **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 full-time employees of the university, including faculty, shall work a minimum of 37.5 hours per week throughout the year. The definition of "full-time teaching load" has not been altered as a result of the 37.5-hour work week. Pursuant to the establishment of the 37.5-hour 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 40-hour work week be followed. Examples are Security and Boiler Operator positions where round-the-clock duty requirements necessitate three 8-hour shifts. Any employee working a 40-hour 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	=	1 - 6 minutes
.2 hours	=	7 - 12 minutes
.3 hours	=	13 - 18 minutes
.4 hours	=	19 - 24 minutes
.5 hours	=	25 - 30 minutes
.6 hours	=	31 - 36 minutes
.7 hours	=	37 - 42 minutes
.8 hours	=	43 - 48 minutes
.9 hours	=	49 - 54 minutes
1.0 hour	=	55 - 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:

<b>Years of Service</b>	<b>Accrual Rate Per Month</b>	<b>Max Annual Accumulation</b>	<b>Max Accumulation within FY</b>	<b>Max Accumulation Carried Forward to Next FY</b>
0 – less than 5	7.5 hours	90.0 hours	315.0 hours	225.0 hours
5 – less than 10	11.3 hours	135.6 hours	405.6 hours	270.0 hours
10 – less than 20	13.2 hours	158.4 hours	450.9 hours	292.5 hours
20 or more	15.0 hours	180.0 hours	495.0 hours	315.0 hours

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 (non-exempt) 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 Payroll Office 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 Payroll Office official attendance and leave records on monthly paid and semi-monthly paid employees.

Semi-monthly attendance and leave records shall be forwarded to the Payroll Office by the 1st of the month for payment on the 15th; the 16th of the month for payment on the last business day of the month. Monthly attendance and leave records shall be submitted to the Payroll Department on the 16th of each month. 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 Office of Human Resources.

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 Human Resources.

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## **REFERENCES**

Fair Labor Standards Act

TBR Guideline No. [P-020](#)

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

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