

**ARTICLE \_\_**  
**TIME AND EFFORT COMMITMENT**

**A. GENERAL CONDITIONS**

1. FLSA-exempt Academic Researchers are professional appointees who do not receive overtime compensation or compensatory time off.
2. FLSA non-exempt Academic Researchers are professional appointees who earn a salary that is less than the FLSA salary level test and who are non-exempt hourly and are expected to work hours commensurate with their appointment percentage.

**B. FLSA NON-EXEMPT PROVISIONS**

1. The following terms apply to non-exempt Academic Researchers:
2. A workweek is a period of time consisting of seven consecutive days. A standard workweek is from Sunday morning (12:01 a.m.) to midnight the following Saturday. Alternate workweeks (beginning and ending on a day other than the above) may be scheduled by the University.
3. The hourly rate will be determined by dividing the annual rate by 2,088 hours (the number of working hours in a year) and non-exempt Academic Researchers will be paid the hourly rate associated with their step on the non-exempt salary scale. The minimum hourly rate for each step is listed in Appendix \_\_.
4. Non-exempt Academic Researchers will be paid on a biweekly pay cycle.
5. Part-time work schedules are established by the University.
6. As academic and professional appointees, non-exempt Academic Researchers shall record their time worked, vacation leave, and sick leave in 1/4 hour (15 minute) increments on the paper or electronic timesheets provided. Non-exempt Academic Researchers shall track the total number of hours or partial hours they work on a daily basis. Non-exempt Academic Researchers shall report their time worked at the end of each pay period utilizing local time-keeping practices.

7. As professional academic employees, non-exempt Academic Researchers shall be afforded reasonable flexibility in performing their duties which may occasionally result in working more than their regularly scheduled daily hours.
8. Non-exempt Academic Researchers who work more than 40 hours in any given week must have advance written authorization from their supervisor prior to working more than 40 hours in any week.
9. Overtime is actual time worked which exceeds forty (40) hours in a workweek.
10. Non-exempt Academic Researchers who are authorized to work more than 40 hours in a workweek are compensated at one and one-half times (1½X) the straight-time rate for hours worked in excess of forty (40) hours in the scheduled workweek.
  - a. Overtime hours do not count toward accumulation of sick leave, vacation, holiday, or retirement service credit.
  - b.. Actual time worked for the purpose of computing overtime does not include hours paid in non-work status, such as sick leave pay, vacation pay, holiday pay, compensatory time, and paid leave of absence.
11. When a Non-Exempt Academic Researcher has two or more appointments which cause the Academic Researcher's total salary to meet or exceed the minimum amount for a FLSA overtime exempt employee, the terms in this Section do not apply.
12. Travel Time
  - a. Travel time between home and the work place is not time worked.
  - b. Assigned travel during a non-exempt Academic Researcher's regular working hours on work days is time worked. If the Academic Researcher does not have regular working hours, the supervisor will assign regular work hours for any workweek during which travel will occur for the purpose of identifying and tracking compensable travel time.
  - c. Assigned travel that does not keep a non-exempt Academic Researcher away from home overnight, travel time to the first

destination and from the final destination, except for the time the non-exempt Academic Researcher normally would spend traveling to and from the workplace, counts as time worked.

- d. Assigned travel that keeps a non-exempt Academic Researcher away from home overnight is counted as time worked when it occurs during their regular working hours on work days.
  - e. Travel time outside of regular work hours is not time worked, unless the non-exempt Academic Researcher performs actual work during that time.
13. Meal periods are not time worked.
14. Time spent changing into or out of protective clothing or engaging in special washing or cleaning procedures is considered time worked.