

SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES/INFORMATION TECHNOLOGY HOURS WORKED RECORD PROCEDURE	Procedure 4.01.04.01
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Non-Exempt Full-Time, Non-Instructional Employees

1. All full-time, non-instructional employees are classified as exempt or non-exempt based on the provisions of the Fair Labor Standards Act (FLSA) as indicated on individual position descriptions. Compliance with the FLSA will be achieved by accurate and timely work records maintained by the immediate supervisor.
2. It is the immediate supervisor's responsibility to control the hours an employee is permitted to work.
3. It is essential that the "Employee Report of Hours Worked and Leave Taken" form be maintained on a daily basis and submitted each Monday to the Business Office by the immediate supervisor.
4. The signature of the employee and the approval of the immediate supervisor are certification that the information reported is correct, and upon that basis payment will be made.
5. Each immediate supervisor will maintain a copy of the report of hours worked in order to determine the amount of compensatory time, if any, the employee earned during the week.

Part-Time, Non-Instructional Employees

1. The "Part-Time Employee Report of Hours Worked" form is used to report hours worked per week by part-time employees who are paid by the hour.
2. It is essential that the "Part-time Report of Hours Worked" form be maintained on a daily basis and submitted each Monday to the Business Office.
3. The signature of the employee and the approval of the immediate supervisor are certification that the information reported is correct, and upon that basis payment will be made.
4. Each immediate supervisor will keep a copy of the report of hours worked.

Adopted: October 1992

Revised: April, 2013