COLLEGE POLICY: 428

TIME AND ATTENDANCE POLICY FOR NON-EXEMPT EMPLOYEES

It is the policy of Cossatot Community College of the University of Arkansas ("UA Cossatot") to accurately compensate non-exempt employees in compliance with all applicable state and federal laws, and to correct mistakes when they are called to its attention. It is expected, therefore, that all employees at UA Cossatot will review their payroll records promptly each time compensation is received, and report any perceived error to the Payroll Technician in the Business Office.

UA Cossatot will fully investigate every report of perceived error or violation of this policy, will take corrective action when appropriate, and will make a good will effort to avoid violations in the future. In addition, UA Cossatot will not allow any form of retaliation against individuals who report alleged violations or who cooperate in UA Cossatot's investigation of such reports. Any form of retaliation in violation of this policy may result in disciplinary action, up to and including discharge.

DEFINITIONS

Non-exempt employees are those whose positions do not meet Fair Labor Standards Act (FLSA) exemption tests. These individuals are eligible to receive compensation time as time earned at one-and-one-half times their regular rate of pay for work performed in excess of 40 hours in the work week. This definition is based on provisions of the FLSA and state law (See Fact Sheet #17S: Higher Education Institutions and Overtime Pay Under the Fair Labor Standards Act (FLSA) | U.S. Department of Labor).

TIME PROCEDURES

The work schedule for non-exempt employees begins daily, Monday through Friday at 8:00 a.m. and ends each day at 4:30 p.m., with the exception of summer hours that begin Monday through Thursday at 7:00 a.m. and ends each day at 5:30 p.m., and official UA Cossatot holidays or closings. When possible flexed work schedules may be approved by a non-exempt employee's immediate supervisors to meet departmental needs when the flexed schedule has a demonstrable benefit to the College and its students. Supervisors who approve flexed time must keep a record of those individuals and must report to Human Resources and Payroll to ensure time is calculated properly. Non-exempt employees receive a 30 minute lunch break and two additional 15 minute breaks each work day. The additional 15 minute breaks are given/taken at the supervisor's discretion to ensure offices are staffed at all work hours.

Prior to the end of their shift, a non-exempt employee must submit an accurate record of the total hours worked each day. The record must include all regular and overtime hours worked (when approved by the employee's immediate supervisor in advance of accrual), any absences, late arrivals, early departures and meal breaks. Non-exempt employees must submit their record accurately via Workday, accounting for all of the events listed above. Failure to submit their record as required by this policy may result in disciplinary action.

OVERTIME HOURS

When the need arises for non-exempt employees to work beyond a forty (40) hour workweek to meet the operational requirements or other needs of UA Cossatot or when working such hours has a demonstrable benefit to the College and its students, non-exempt employees may be scheduled to work overtime hours. Most commonly, a non-exempt employee may be scheduled to work overtime when the operational requirements or other needs of UA Cossatot cannot be met during regular working hours.

It is the policy of UA Cossatot that non-exempt employees only work up to forty (40) hours a week. However, as noted above, a non-exempt employee will be expected to work overtime to meet the needs of UACossatot. All non-exempt employee overtime work must be approved in writing by the non-exempt employee's immediate supervisor prior to those hours being worked.

When employees must travel for work to meetings, conferences, or training courses, overtime may be needed to allow the employee to attend the events in their official capacity as an employee of UA Cossatot. Time spent beyond normally scheduled work hours, when approved by the employee's immediate supervisor in writing prior to the accrual, is compensable. An employee's free time is not compensable. Non-exempt employees must submit spend authorizations and expense reports via Workday.

In lieu of overtime compensation, the State of Arkansas and any political subdivision of the state may award compensatory time off at the rate of not less than one and one-half (1 ½) hours for each hour of employment for which overtime compensation is required. Non-exempt employees at UA Cossatot are compensated for overtime worked through the use of compensatory time in accordance with UA Systemwide Policy 440.8 and College Policy 427.

A non-exempt employee may not work any hours that are not previously authorized in writing by the employee's immediate supervisor. Unless approved as noted above, a non-exempt employee will not be paid for voluntarily arriving at the work-site before their regular starting time, working during their lunchbreak, ~~or~~ remaining at the work-site after their shift, taking work home, or working weekends. A non-exempt employee is prohibited from performing "off-the-clock" work (i.e, work performed and not reported). No overtime, no matter how slight, may be worked without prior written approval from their immediate supervisor.

Non-exempt employees will be compensated for travel time during work hours in compliance with state and federal law. Additionally, non-exempt employees may be awarded compensatory time for travel time when such hours cause the non-exempt employee to accrue more than forty (40) hours worked in a given workweek in compliance with state and federal law.

ATTENDANCE PROCEDURES

To maintain a safe and productive work environment, UA Cossatot expects employees to be punctual and reliable in reporting for scheduled work. Employees are hired to fulfill specific needs and are therefore expected to be at their jobs during their regularly scheduled hours. Attendance will be carefully monitored via Workday. Absenteeism and tardiness disrupt~~s~~ the operation of UA Cossatot Disciplinary action for failure to report absences may also lead to action pursuant to

College Policy 460 and College Policy 464. The following rules apply to all non-exempt employees at UACossatot:

- Regardless of your reason for absence or tardiness, the non-exempt employee must always notify their immediate supervisor as far in advance as possible of the absence or tardiness, but no later than thirty (30) minutes prior to the start of the scheduled work time.
- If, because of an emergency, the non-exempt employee is unable to notify his or her immediate supervisor, the non-exempt employee should have someone contact the immediate supervisor on their behalf as soon as possible.
- Non-exempt employees are expected to give a reason for their absence or tardiness and the date and time when the non-exempt employees expects to return.
- Unless it is leave of absence approved the employee's immediate supervisor via Workday, the non-exempt employee must call in each day of their absence.
- Chronic and repeated tardiness may be cause for disciplinary action under College Policy 464.
- In the case of a prolonged absence, a leave of absence must be approved in advance and if the prolonged absence is due to personal illness, a physician's release may be required prior to return to work.
- An absence of three (3) or more consecutive scheduled workdays without notification, will be considered as the non-exempt employee having abandoned the job and will be grounds for termination under College Policy 464.
- An excused absence occurs, provided the employee still has available paid time or the absence is otherwise approved by the non-exempt employee's immediate supervisor, when the non-exempt employee notifies their immediate supervisor of their absence no later than thirty (30) minutes prior to the start of the scheduled work time, or as soon as possible in the case of an emergency.
- In contrast, an unexcused absence occurs when an employee fails to notify the immediate supervisor of their absence, when notification is received less than thirty (30) minutes prior to the start of the scheduled work time, when permission is not granted by the immediate supervisor for justifiable reasons, or in any case when there is no paid time off available and leave is not otherwise approved.
- Two or more incidents involving unexcused absences within any six (6) month period may result in disciplinary action up to and including termination of employment.
- UA Cossatot maintains attendance records for its employees via Workday. Written reprimands, which are placed in the employee's personnel file, become part of the employee's record.
- Employees are not allowed to use sick days for reasons other than personal illness, illness of an immediate family member or for the care of others as proscribed by federal or state law. Unless otherwise approved for leave under the Family and Medical Leave Act or to accommodate a disability under the Americans with Disability Act, a non-exempt employee's immediate supervisor may require a physician's note when abuse of sick leave is suspected. If a non-exempt employee's immediate supervisor confirms that sick leave is being abused, disciplinary action may be taken, which may range from a written warning with a copy filed in that employee's personnel file to actions up to and including termination of employment.

Policy History:

November 2, 2026
May 5, 2025
November 7, 2016

PROCEDURE: 428-1

NON-EXEMPT EMPLOYEE TIME LOG PROCEDURE

Procedures:

1. All qualified non-exempt employees as defined by FLSA and state law must submit an employee time log each pay period via Workday. If in doubt of whether you are a qualified non-exempt employee, please see the Director of Human Resources for clarification.

2. Time logs must be submitted via Workday daily prior to the non-exempt employee's departure.

3. All work days during a pay period must be accounted for and match to leave requests submitted during same pay period.

4. Pay periods run from the 1st of the month through the 15th and the 16th of the month to the last day of the month.

5. All non-exempt employees must review the Time Tracking, Mobile Time Tracking, and Managing Time Off modules in Workday Learning during their onboarding process. Existing employees must complete the module prior to the start of the fall semester.

6. Any questions regarding how to submit time in Workday should be directed to Human Resources or Payroll.

Procedure History:

October 26. 2026
October 12, 2016

PROCEDURE 428-2

TRAVEL COMPENSATION GUIDELINES

Travel and Meeting, Lecture, Training, and Conference Attendance Compensation

Applicable Personnel: Non-Exempt Employees

I. PURPOSE

The purpose of this procedure is to establish guidelines for compensating non-exempt employees for approved work-related travel and attendance at meetings, lectures, conferences, and training sessions in accordance with College Policy 428, applicable state and federal laws, and the Fair Labor Standards Act (FLSA).

II. TRAVEL TIME

Travel time is time spent traveling by automobile, bus, airplane, train, or other means of transportation for approved College business.

Non-exempt employees will be compensated for qualifying work-related travel during normally scheduled working hours. Travel outside normally scheduled working hours may also be compensable when required by applicable law.

All work-related travel must be approved in advance by the non-exempt employee's immediate supervisor. Any anticipated work or travel outside normally scheduled working hours must receive prior written approval in accordance with College Policy 427.

Compensable travel time may include:

- Travel between the non-exempt employee's official campus and a temporary work location.
- Travel between temporary work locations while conducting approved College business.
- Required travel during normally scheduled working hours, including qualifying travel on non-workdays.
- Required waiting time associated with travel, including waiting at airports, train stations, or other transportation terminals, when such time qualifies as hours worked.
- Travel between the non-exempt employee's home and a temporary work location when such travel qualifies as compensable under applicable law. Normal commuting time may be excluded, as permitted by law.

Normal travel between a non-exempt employee's home and regular work location is not compensable.

Time spent on personal activities, including meal breaks, recreation, or other periods during which the non-exempt employee is completely relieved of work responsibilities, is not compensable.

III. ATTENDANCE AT MEETINGS, LECTURES, CONFERENCES, AND TRAINING

Time spent attending approved work-related meetings, lectures, conferences, or training sessions is compensable when the non-exempt employee's attendance qualifies as hours worked under applicable law.

Attendance Without an Overnight Stay

Non-exempt employees will be compensated for time spent attending approved meetings, lectures, conferences, or training sessions during normally scheduled working hours. Attendance outside normally scheduled working hours may also be compensable when the non-exempt employee is required to attend or attendance otherwise qualifies as hours worked.

Attendance With an Overnight Stay

Non-exempt employees will be compensated for qualifying time spent attending approved meetings, lectures, conferences, or training sessions, regardless of whether an overnight stay is required.

When scheduled sessions conclude, non-exempt employees are generally considered to be on personal time unless required to participate in additional work-related activities.

Time spent on personal activities, including sightseeing, recreation, and personal meals, is not compensable when the non-exempt employee is completely relieved of work responsibilities.

Attendance at conference-sponsored dinners, banquets, or other scheduled activities is compensable when attendance is required or the activity otherwise qualifies as hours worked.

IV. COMPENSATORY TIME

In accordance with College Policy 428 and College Policy 427, non-exempt employees may earn compensatory time when qualifying work-related travel or attendance at approved meetings, conferences, or training results in more than forty (40) hours worked during the established workweek.

Compensatory time is earned at the rate of one and one-half (1½) hours for each overtime hour worked, in accordance with applicable state and federal laws.

All anticipated overtime must receive prior written approval from the non-exempt employee's immediate supervisor. Compensatory time must be recorded, approved, and administered in accordance with College Policy 427 and applicable procedures.

V. TIME REPORTING AND APPROVAL

Non-exempt employees are responsible for accurately recording all compensable hours worked, including qualifying travel time and attendance at approved meetings, lectures, conferences, and training sessions. All compensable time must be recorded in Workday in accordance with College Policy 428 and Procedure 428-1.

Non-exempt employees must:

- Obtain required approval from their immediate supervisor before work-related travel and anticipated overtime.
- Accurately record all compensable travel and attendance hours in Workday.
- Submit time entries daily, prior to the end of their scheduled shift, in accordance with Procedure 428-1.
- Ensure that meal breaks, personal time, and other non-compensable periods are excluded from reported hours worked.
- Report any discrepancies or questions regarding compensable time to their immediate supervisor or Human Resources.

All hours actually worked must be accurately reported, regardless of whether advance approval was obtained. Failure to obtain required advance approval may be addressed separately under applicable College procedures.

VI. TRAVEL EXPENSES

Travel expense reimbursement is separate from compensation for hours worked. Non-exempt employees must submit required travel authorizations and expense reports through Workday in accordance with applicable College travel policies and procedures.
Reimbursement for transportation, meals, lodging, and other travel-related expenses is subject to applicable College and state travel regulations.

VII. COMPLIANCE

All travel compensation and compensatory time must be administered in accordance with College Policy 428, College Policy 427, applicable UA System policies, and state and federal law. Questions regarding compensable travel time, attendance requirements, or compensatory time should be directed to Human Resources.

Procedure History:

October 26, 2026
April 21,2025