

**TIME AND ATTENDANCE POLICY FOR NON-EXEMPT EMPLOYEES**

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This policy ensures non-exempt employees at Cossatot Community College of the University of Arkansas (“UA Cossatot”) of its practice to accurately compensate them, to do so 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 Tech 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**

NONEXEMPT EMPLOYEES are those whose positions do not meet Fair Labor Standards Act (FLSA) exemption tests and who are paid or receive compensation time at one-and-one-half times their regular rate of pay for hours worked in excess of 40 in one week. This definition is based on provisions of the FLSA and state law (See <http://www.dol.gov/compliance/laws/comp-flsa.htm>).

**TIME PROCEDURES**

The work schedule for non-exempt employees generally begins each Monday at 8:00 a.m. and ends each Friday at 4:30 p.m., with the exception of summer hours and official UA Cossatot holidays or closings. Flexed work schedules may be approved by supervisors to meet departmental needs. 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.

A nonexempt employee must maintain an accurate record of the total hours worked each day. The record must include all regular and overtime hours worked, any absences, late arrivals, early departures and meal breaks. The signature of the employee is required as an indication that the record is complete and accurate. The signature of the immediate supervisor is required for verification and approval.

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. A nonexempt employee will be expected to work overtime when necessary to meet the needs of UA Cossatot. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the employee’s supervisor's prior written authorization.

When employees must travel for work to meetings, conferences, or training courses, overtime may be required while in travel status or when attending the events. Time spent beyond normally scheduled work hours is compensable. Employees must be in attendance. Free time is not compensable. Travel Compensation Guidelines are available as a procedure.

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. Nonexempt employees at UA Cossatot are compensated for overtime worked through the use of compensatory time (comp time) in accordance with state and federal law. Compensatory Time Authorization forms must be utilized and approved in advance. Overtime pay is typically paid for comp time exceeding 90 hours.

A nonexempt employee may not work any hours that are not previously authorized in writing by the employee's supervisor. A nonexempt employee will not be paid for voluntarily arriving at the work-site before their regular starting time or remaining at the work-site after their shift. No overtime, no matter how slight, may be worked without prior written approval from their supervisor.

A nonexempt employee does not start work early, finish work late, work during a meal break or at their desk or work station, take work home, work weekends, or perform any other unauthorized extra or overtime work without written authorization from their supervisor. A nonexempt employee is prohibited from performing "off-the-clock" work, i.e, work performed and not reported.

## 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 of the college. Nonexempt employees are expected to be at their jobs during their regularly scheduled hours. Attendance will be carefully monitored. When absent or tardy, it disrupts the work in the school. Therefore, absence from work will not be excused under circumstances that can reasonably be avoided. Reporting of Absences falls under College Policy 460 and College Policy 464 Uniform Conduct Standards explains the various Offenses that absences may fall into if needed. The following rules apply to all non-exempt employees:

- Regardless of your reason for absence or tardiness, the employee must always notify his or her supervisor as far in advance as possible, but no later than thirty (30) minutes prior to the start of the scheduled work time.
- If, because of an emergency, the employee is unable to notify his or her supervisor, the employee should have someone contact the supervisor on his or her behalf.
- The employee is expected to give the reason for absence or tardiness and the date and time when the employee expects to return.
- Unless it is an approved leave of absence, the employee must call in each day of his or her absence.
- Chronic and repeated tardiness without acceptable reason is cause for disciplinary action and falls into a Group 1 Offense from College Policy 464 Uniform Conduct Standards.

- 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.
- If the employee is absent three consecutive scheduled workdays without notification, he or she will be considered as having abandoned the job and will be terminated. This is a Group 3 Offense from College Policy 464 Uniform Conduct Standards.
- An excused absence occurs, provided the employee still has available paid time or the absence is otherwise approved, when the employee notifies the supervisor of his or her 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.
- An unexcused absence occurs when an employee fails to notify the supervisor of his or her 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 supervisor for justifiable reasons, or in any case when there is no paid time off available and the leave is not otherwise approved.
- Two or more incidents of unexcused absences within any six-month period may result in disciplinary action up to and including termination of employment.
- The college maintains attendance records for its employees. 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 supervisor may require a physician's note when abuse of sick leave is suspected. If a supervisor confirms that the sick day benefit is being abused, a written warning may be issued and a copy filed in that employee's personnel file. Such warnings may lead to further disciplinary action up to and including termination of employment.

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**Policy History:**

May 5, 2025

November 7, 2016

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**NON-EXEMPT EMPLOYEE TIME LOG PROCEDURE**

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Procedures:

1. All qualified non-exempt employees as defined by FLSA and state law must submit an employee time log each pay period to the Business Office (Payroll Tech). If in doubt of whether you are a qualified non-exempt employee, please see the Director of Human Resources.
2. The form must be completed by noon the day after pay day.
3. An employee's name, social security number, and department must be entered in the proper cells.
4. All work days during a pay period must be accounted for and match to leave request forms submitted in same time frame.
5. Pay periods run from the 1<sup>st</sup> of the month through the 15<sup>th</sup> and the 16<sup>th</sup> of the month to the last day of the month.
6. Directions for filling out the form properly are found at the bottom of the form.

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**Procedure History:**

October 12, 2016

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**TRAVEL COMPENSATION GUIDELINES**

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

Employees covered by this policy: Non-Exempt

**TIME SPENT IN TRAVEL:**

*Travel – time spent in a mode of transportation (automobile, bus, airplane, train...) moving from one place to another.*

Compensatory time off for travel is earned by a non-exempt employee for the time spent in a travel status away from the employee's official duty station when such time is before or after the employee's normally scheduled working hours.

Compensatory time off for travel may only be earned for time spent in travel status when such time falls outside of an employee's normal work schedule. To be creditable under this provision, travel must be for work purposes and must be approved in advance by an authorized agency official. The employer reserves the right to compensate for the shortest distance between home or work and temporary duty station or travel terminal.

**Compensable time in travel status includes:**

- Time spent traveling between the official duty station and a temporary duty station that falls outside of the normally scheduled work time
- Time spent traveling between two temporary duty stations that falls outside of the normally scheduled work time.
- The usual waiting time before and during such travel in regards to an airport, train station, etc., that falls outside of the normally scheduled work time.
- Travel outside of regular working hours between an employee's home and a temporary duty station or transportation terminal outside the limits of his or her official duty station. However, the agency may deduct the employee's normal home-to-work/work-to-home commuting time from the creditable travel time.

Any break in such travel time for meals and/or recreation is not considered hours worked and therefore is **not** compensable. Uber, Cab, or public transportation fees outside of travel to and from conference location is not a reimbursable expense.

**TIME SPENT ATTENDING A MEETING, LECTURE, CONFERENCE, OR TRAINING SESSION - NO OVERNIGHT STAY:**

All time spent in attendance of an approved meeting, lecture, conference, or training session that falls within the employee's normally scheduled work time is considered hours worked and is compensable as normal. Time spent beyond normally scheduled work hours attending a meeting,

lecture, conference, or training session is compensable. Employee must be in attendance. Free time is not compensable. (Please see TIME SPENT IN TRAVEL for details concerning travel to and from a meeting, lecture, conference, or training session.)

### **TIME SPENT ATTENDING A MEETING, LECTURE, CONFERENCE SESSION, OR TRAINING SESSION – WITH OVERNIGHT STAY**

All time spent in attendance of an approved meeting, lecture, conference session, or training session that falls within the employee's normally scheduled work time is considered hours worked and is compensable as normal.

If a meeting, lecture, conference, or training session ends before an employee's normally scheduled work time; the employee is only compensated for the time actually spent in session.

Any time spent on an overnight stay away from home beyond the normally scheduled work time or out of session is not compensable. Once a meeting, lecture, conference, or training session is finished for the day, the employee is on free time and can do what they wish. This time is not compensable.

Time spent attending a dinner or banquet, as part of the conference, is compensable. Eating meals during free time is not compensable.

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#### **Procedure History:**

April 21,2025

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