The Fair Labor Standards Act (FLSA) is a federal law that governs an employee’s work hours and reporting requirements. Each position at Collin College is classified as “exempt” OR “non-exempt” from FLSA guidelines.

**NON-EXEMPT (employees AND supervisors of non-exempt employees must know):**
- All employees in FLSA non-exempt positions must complete a Collin College Time Sheet daily and record all hours worked on each day. The time sheet is a legal document and by signing it, the employee and supervisor certify that it is a true and accurate record of actual times and hours worked.
- No Collin College employee has the authority to require or suggest that an employee falsify a time sheet.
- The supervisor of an FLSA non-exempt employee is required to closely monitor work hours and leave of an FLSA non-exempt employee and ensure that they are accurately reported.
- Hours worked over 40 in a workweek (midnight Sunday through 11:59 p.m. Saturday) by an FLSA non-exempt employee must be reported and compensated at 1.5 times the hours worked. Compensation is normally in the form of compensatory or “comp” time but can be in the form of paid wages instead in exception cases.
- Overtime must be approved in advance of being worked by the appropriate supervisor to ensure that unauthorized overtime, if applicable, is included on the time sheet accurately and documented as unauthorized. A supervisor should handle a repeat instance of unauthorized overtime worked as disciplinary action.
- FLSA non-exempt employees may not volunteer to work at Collin College in a position similar to their current position, whether of their own volition or if requested by another employee. Requests for an FLSA non-exempt employee to perform volunteer work must be approved in advance in writing. Forward requests for approval to Human Resources at Collin Higher Education Center.
- Employees and supervisors are responsible for ensuring that daily, weekly, and monthly totals are accurate, and that Leave Forms are attached when appropriate.
- Time sheets are due to the Payroll Office at Collin Higher Education Center in accordance with the published schedule, which is available on the Business Office website.

**EXEMPT POSITIONS:**
- FLSA exempt employees are held accountable for accomplishing the responsibilities of their positions and salary is not based on the number of hours worked.
- Specific hours worked by FLSA exempt employees do not need to be documented on a time sheet; however, absences of a half-day or more must be documented on a Leave Form in four or eight hour increments.
- FLSA exempt employees are not paid wages or compensatory time for hours worked over 40 each workweek.
- Each supervisor or an FLSA exempt employee is responsible for evaluating performance. If work hours are being abused and/or the employee is not completing job accountabilities, disciplinary action may be initiated through Collin College policy.
- FLSA exempt teaching faculty who are absent for a half day or more and who arrange for a substitute on a professional courtesy basis must complete a Leave Form to document the absence, EVEN WHEN A CLASS IS COVERED BY SOMEONE ELSE. By noting on the Leave Form that classes were covered on a professional courtesy basis, the Payroll Office will not reduce available leave balances. The absence may fall within the guidelines for Family Medical Leave and must therefore be accurately documented.