

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Human Resources Policy HR-16
Work Schedules and Employee Compensation

SUBJECT: Work Schedules & Employee Compensation

PURPOSE: To provide a standard policy for the work schedules and compensation of non-faculty Sam Houston State University (University) employees.

POLICY: It is policy of the University to pay its employees to perform a total job. Recognizing that all jobs have a variation in volume of work from time to time, it may be necessary on occasion to alter the normal work schedule for both exempt and non-exempt employees. Therefore, it will be the policy of Sam Houston State University to establish individual work schedules at the departmental level using the guidelines below. The provisions of this policy apply to all staff employees equally. Work schedules shall be established to serve business needs of the University, and in no way should they be used to favor or discipline an employee. All personnel actions are reviewed to ensure Equal Employment Opportunity (EEO) compliance.

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1. **Office Hours** – All administrative offices shall remain open, at a minimum, from 8:00 a.m. until 5:00 p.m. Monday through Friday, except for designated holidays.
2. **Workweek** – The standard University workweek consists of forty (40) hours. The official workweek is from Saturday 12:01 a.m. until Friday 12:00 midnight. Recommended exceptions to beginning and ending times of the official workweek may be made by the Department Head to the Division or Senior Vice President to meet the needs of the job. Final approval of workweek changes are made by the AVP of People and Procurement Operations.
3. **Lunch Breaks** – Lunch breaks are not paid and the schedule of such breaks may vary according to the needs of the department. Supervisors determine the specific time and length of lunch breaks.

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4. **Rest Breaks** – Rest (coffee) breaks of short durations may be permitted during paid time at the discretion of the supervisor only when the work allows. Rest breaks are a privilege and not required by state or federal regulation.
5. **Break Time for Expression of Breast Milk** – The University supports the practice and will make reasonable accommodations for the needs of employees who express breast milk. Supervisors shall provide break time for an employee to express breast milk as needed, and provide a place (other than a public restroom) shielded from view and free from intrusion from other employees and the public where the employee can express milk. The University will not tolerate discrimination in the workplace against employees who express breast milk.
6. **Flex-Time Scheduling** – The Department Head may use flex-time scheduling to allow individualized employee work schedules, to make available opportunities for employee development, accomplish special tasks, handle peak work periods, and accommodate circumstances in the mutual interest of the department and employee. The starting time, lunch time, quitting time, or number of hours worked on a day-to-day basis may vary for individual employees as long as all the following conditions exist:
 - a. The variation in schedule does not interfere with the normal work performance of the individual, the work group, or the department.
 - b. The employee is at work or on approved leave during the core hours designated by the Department Head.
 - c. The employee works forty (40) hours or accounts for the total number of hours of absence for each week.
7. **Overtime Work: Employees Must Receive Approval in Advance From Their Supervisor to Work Overtime** – The time an employee is required to work in excess of the standard forty (40) hour workweek will be considered overtime work. No employee, whether exempt or nonexempt, shall accrue state compensatory (equivalent) time during any week unless the combination of paid leave and hours worked exceeds forty (40) hours.
 - a. Part-time employees working more than their standard full-time equivalency must be paid their regular rate of pay for all hours up to forty (40) per week, and do not accrue compensatory time for 40 hours or less.
 - b. No employee, whether exempt or nonexempt, shall accrue state compensatory (equivalent) time for work conducted at any location other than the employee's regular place of business or assigned duty point. For state compensatory time purposes, the employee's personal residence may not be considered to be their regular place of employment or duty point, unless approved in the employee's job description or a telecommuting arrangement.
 - c. Nonexempt Employees
 - (1) *Fair Labor Standards Act (FLSA) Overtime Hours* -- A nonexempt employee who works in excess of forty (40) hours in a workweek is entitled to compensation for the excess hours either by:
 - (a) The Department Head approving (or requiring) the employee to take compensatory time off at the rate of one and one-half (1 1/2) hours off for each hour of overtime; or

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- (b) At the discretion of the Department Head, in cases in which granting compensatory time off is impractical, the employee will receive pay for overtime at the rate equal to one and one-half (1 1/2) times the employee's regular rate of pay.
- (c) Any paid leave or holidays taken are not counted as hours worked in determining overtime hours.
- (d) Each employee may accumulate overtime credit of not more than 240 hours, except that an employee engaged in a public safety activity, an emergency response activity, or a seasonal activity may accumulate not more than 480 hours. Employees must be paid for overtime worked in excess of these accumulation limits, at a rate equal to one and one-half (1 1/2) times the employee's regular rate of pay.

(2) State Compensatory (Equivalent) Time Provisions for Non-Exempt Employees

- (a) In situations in which the employee has not worked more than forty (40) hours in a workweek but the total of hours worked and hours of paid leave or paid holidays exceeds forty (40) hours, the employee shall be allowed equivalent compensatory time off for the excess hours.
- (b) In situations in which the employee has worked more than forty (40) hours in a workweek and the total of hours worked and hours of paid leave or paid holidays exceed forty (40) hours after subtracting FLSA overtime hours worked, the employee shall be allowed equivalent compensatory time off for such excess hours
- (c) Compensatory (equivalent time must be taken during the 12-month period following the end of the workweek in which it was earned. Compensatory time may not be carried forward past the end of the 12-month period and an employee may not normally be paid for the unused time. However, in cases where, in the judgment of the Department Head, the taking of compensatory time off would be disruptive to normal teaching, research and other critical functions, the employee may be paid for compensatory time hours on a straight-time basis.

The decision to book or pay employees for compensatory time is made by the Department Head when the hours are earned. Compensatory time payment is submitted on the employee's Personnel Time Report.

- (d) Compensatory time is used on a first in, first out basis beginning first with equivalent time. When equivalent compensatory time is depleted, overtime compensatory time is used on a first in, first out basis. All compensatory time should be used prior to vacation. Vacation time should be used before compensatory time first only when the employee's accrued vacation balance exceeds the maximum hours eligible for carry-over to the next fiscal year. Vacation hours exceed the maximum carry-over converts to sick leave at the end of the fiscal year.

(3) Additional Duties for Non-Exempt Employees

- (a) Additional job duty assignments that significantly exceed the scope of a non-exempt employee's job description or regular work week hours, are not eligible for an additional duty stipend. Compensation for such duties must be addressed through award of equivalent or overtime in accordance with this policy.
- (b) The appropriate Dean must approve any employees classified as non-exempt by the University or by any other Texas agency for compensation for participation in teaching activities. Teaching activities include prep work, creating course content, and grading

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papers. An exemption must be documented through a memo from the Dean sent before the beginning of the semester to employment@shsu.edu. Any non-exempt individual would be paid at least the over-time rate of their primary position.

d. Employees Exempt from the Fair Labor Standards Act (FLSA) Overtime Provision

Most Executive, Administrative, and Professional jobs are exempted from the overtime provisions of the FLSA. It is the policy of Sam Houston State University to compensate exempt employees based on the requirements and responsibilities of their jobs. The amount of time required to accomplish the job is not a factor in determining the compensation. All full-time exempt jobs are structured around, but not restricted to, forty (40) hours in a workweek; however, hours may vary based on department and University needs.

Regardless of the number of hours exempt employees work in excess of forty (40) hours in a workweek, they do not earn any overtime pay or compensatory time. In lieu of compensation for overtime worked, an exempt full-time employee may, with the consent of the supervisor, vary their schedule to average not less than a forty (40) hour workweek during less busy periods over the course of the fiscal year.

8. **Occasional and Sporadic Work** – If a nonexempt employee undertakes, on an occasional or sporadic basis, and solely at the employee's option, part-time employment within the University which is in a substantially different capacity from that in which the employee regularly engages, the hours worked in the additional part-time job will be excluded in assessing hours worked for overtime purposes. Examples of such substantially different, sporadic employment are: officiating at recreation and sports events; proctoring exams; taking of tickets; security for special events; or food and beverage sales at special events.
9. **Attendance Records** – An attendance record must be maintained for each employee through the University's electronic timekeeping system.
 - a. *Non-Exempt Employees* – An employee must enter an Employee Time Sheet through Banner employee self-service on My Sam and submitted to the Payroll Office each pay period.
 - b. *Exempt Employees* -- A Leave Report must be submitted for approval through Banner employee self-service on My Sam for each pay period in which the employee has leave to report.
 - c. Supervisors must review and approve each time sheet and leave report by the Payroll deadline.
 - d. If the deadline has passed for timely submission or approval, a paper document must be completed, approved, and submitted to the Payroll Office. The form can be found on the Payroll website.
10. **Standby and Call-In Duty**
 - a. *Standby Duty* -- Employees required to serve on standby duty (for the workweek Saturday 12:01 a.m. through 12:00 p.m. midnight Friday) earn, based upon their current rate of pay, six (6) hours of compensatory time per week, or four (4) hours pay at one and one-half (1 1/2) times their regular rate, or overtime as described above if actual hours worked during the week exceed forty (40). Standby duty is equivalent to four (4) hours worked per week for the purpose of calculating overtime.
 - b. *Call-In Duty* -- Employees called in during off hours to perform emergency work will be compensated according to the overtime provisions outlined in this policy.

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11. **Multiple State Employment** – [See HR Policy – Multiple State Employment](#)
Multiple State Employment within the University or with another State of Texas agency or institution of higher education must be reported to the HR by all University employees (faculty, staff, and student employees). The [Multiple State Employment form](#) must be completed by employee and returned to HR to be processed to Payroll.
12. **Holiday Work** – See [HR Policy HR-08, Holidays and Energy Conservation Day](#).
13. **Meetings, Training Sessions, and Conferences** – Usually, time spent for nonexempt employees to attend meetings, training sessions, or conferences is considered working time. The following conditions must be met for time spent at such events to be considered non-working time: (all conditions must be met)
 - a. Attendance is outside the employee's regular working hours, and
 - b. Attendance is voluntary, and
 - c. Employee is not required to perform any productive work while attending, and
 - d. The event is not directly related to the employee's job.
14. **Travel Time** – Nonexempt employees are entitled to be paid while traveling to other locations to conduct University business, minus regular commute time. Purposes for such travel include, among others, attending conferences and participating in professional meetings in other cities away from the employee's normal worksite location. Travel time with an overnight stay is handled differently than travel time that occurs in the same day, in accordance with federal law.
Travel time should be discussed with nonexempt employees in advance of making travel arrangements. See Travel Time Examples (on HR website).
15. **Longevity Pay**
 - a. Longevity pay is provided to all full-time, non-academic staff employees who are not on leave without pay the first workday of the month. The longevity pay rate is \$20.00 per month for each two (2) years of lifetime service credit, up to a maximum of forty-two (42) years of service which pays \$420 per month.
 - b. Retirees returning to work are not eligible for longevity pay.
 - c. Jobs requiring student status as a condition of employment are not eligible for longevity pay. However, student service for an institution of higher education in a capacity which required the employee to be a student as a condition of employment is considered State of Texas service and counts as eligible service for longevity purposes.
 - d. Length of service for longevity pay is defined to include all service to the State of Texas including part-time, faculty or legislative service. The service time need not be continuous. Any service in Texas junior and/or community college or time worked at independent school district is not considered state service.
16. **Hazardous Duty Pay**
 - a. All commissioned law enforcement personnel including all law enforcement officers of state higher education institutions and certain non-student security officers are eligible for hazardous duty pay of \$10 per month for each 12-month period of hazardous duty lifetime service credit.

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- b. The calculation of hazardous duty pay is based upon the total number of eligible years worked in a position requiring state hazardous duty.
- c. Transferring Between Longevity and Hazardous Duty Eligible Positions
 - (1) If a state employee is receiving longevity pay and transfers to a position requiring the performance of hazardous duty, the employee will receive hazardous duty pay based upon the number of eligible years in a position requiring the performance of the hazardous duty. The employee will continue to receive longevity pay based upon the years worked in the non- hazardous, eligible state duty position.
 - (2) If a state employee working in a position requiring the performance of hazardous duty transfers to a position that does not require the performance of hazardous duty, the employee will no longer receive hazardous duty pay. The employee transferring to an eligible position shall receive longevity pay based on the total number of eligible years worked for the state, including the years worked in the position requiring the performance of hazardous duty.

17. **Student Assistant Work Schedules** – A student employee is a nonexempt hourly worker whose association with the University is for the primary purpose of furthering the individual's formal education. Hourly student employees may work 28 hours per workweek or less. (*Please see Finance & Operations Policy FO-PAY-21 "Student FICA" for FICA tax exemption eligibility*). Student employees who work in excess of 28 hours within a University workweek (12:01am Saturday to 12:00 midnight Friday) are in violation of this policy and must promptly discuss work scheduling with their supervisor. If an hourly student employee's workload exceeds 28 hours three times within an academic long semester, summer long semester, or over two short summer semesters, the worker's employment will be terminated unless the department converts the individual to a regular, benefits-eligible, TRS employment.

Supervisors are advised to closely monitor hours worked by hourly student employees, especially those working in multiple departments.

18. **Graduate Assistant Work Schedules**

- a. **Teaching and Research Graduate Assistants.** Teaching and research graduate assistants are classified as exempt employees in accordance with the FLSA. Teaching and research graduate assistants normally work halftime (20 hours per week) and receive a fixed stipend for services.
- b. **Other Graduate Assistants.** All other graduate assistants (those not classified as teaching or research or directly supporting the academic function) are classified as nonexempt employees under the FLSA. These graduate assistants normally work halftime and receive a fixed stipend for services.

Reviewed by: Rhonda Beassie, Assoc. VP for People and Procurement Operations, May 2025