

University Policy 3205: Time and Attendance

Category: Human Resources

Subcategory: Compensation

Covered Individuals: All Employees

Responsible Executive: Vice President for Finance and Administrative Services

Policy Custodian: Office of Human Resources, Associate Vice President of Human Resources

Last Revised: 2024/03/08

Previous USU Policy Number: 382: Time and Attendance

3205.1 PURPOSE AND SCOPE

This policy establishes recording hours worked, absenteeism and tardiness, flexible time scheduling, meal and rest periods, holiday work, and travel-time payment. Adherence to this policy is essential to legal compliance and to the efficient operation of the university.

3205.2 POLICY

2.1 Standard Work Week and Hours

The standard work week for payroll purposes begins at 12:01 a.m. Saturday and ends at midnight the following Friday. USU may change employees' work hours to ensure smooth and continuous operations. Any deviations from the standard work week must be approved by and documented in the Office of Human Resources in accordance with federal Department of Labor requirements.

The standard work schedule for most full-time university employees is a 40-hour week consisting of five (5), 8-hour days. Normal work hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, with one hour for lunch each day. Deviations from normal work hours are permissible when doing so is in the best interest of the university and the employee based on the nature of the role and the individuals served (e.g., police, event services, faculty, etc.). Expectations for schedules should be clearly explained by the supervisor to the employee and appropriately set (USU [Policy 3001: Setting Expectations and Managing Performance](#) and USU [Policy 4002: Academic Freedom and Professional Responsibility](#)). Part-time employee hours are based on a schedule determined by the supervisor and employee to meet the needs of the department.

Overtime should be approved in advance and kept to a minimum (see USU [Policy 3203: Overtime](#)).

2.2 Recording Work Hours

The Fair Labor Standards Act (FLSA) requires that complete and accurate time records be kept for three (3) years for all non-exempt employees, including hourly, non-benefit eligible employees. Hours worked by these employees must be recorded by the employee, approved by the department head/supervisor, and reported weekly. USU provides and requires a time keeping method that ensures employees and supervisors accurately account for and document time worked.

2.3 Absenteeism and Tardiness

Regular attendance and punctuality are part of each employee's job responsibility. Employees are

expected to be at work on time every scheduled day. When circumstances occur that prevent an employee from working as scheduled (e.g., illness or accident), the supervisor should be notified as soon as possible.

Patterns of excessive unauthorized and/or inappropriate absence and/or tardiness may lead to progressive disciplinary action up to and including termination (see [USU Policy 3001](#)).

Failure to report for work for three (3) consecutive days without notice may result in termination for job abandonment. Such termination is considered to be voluntary. If the failure to report is due to circumstances beyond the employee's control, the employee may be considered for reinstatement, depending on the circumstances.

2.4 Meal and Rest Periods

USU provides employees with meal and rest periods. Employees may take up to a 15-minute paid rest period within each 4-hour work period. These paid rest periods are not cumulative and should not be taken at the beginning or the end of the work day to offset arrival or departure times. Employees who work through their rest periods will not be paid additional compensation.

An unpaid meal period of 30 to 60 minutes must be taken by non-exempt employees who work more than five (5) hours in a day. Meal periods are not counted toward hours worked. If a non-exempt employee is required by their supervisor to perform any work duties while on their meal period, the employee will be paid for that time. Requirements by supervisors to work through a meal period should be infrequent and only required when truly necessary.

2.5 Flexible Hours

USU encourages flexible work arrangements to facilitate customer service during peak periods, allow for effective supervision, encourage use of public transportation, accommodate employee needs (e.g., child care), and expand job opportunities to individuals who may be denied access due to restricted time requirements.

University departments may choose a flexible work approach that best fits the department's needs and USU requirements. Flexible scheduling does not affect overtime policies for non-exempt employees, as provided by the FLSA. All variations in scheduling must be approved by the supervisor.

2.6 Holidays and Holiday Scheduling

Benefit-eligible staff are paid for USU designated holidays. For work scheduled on a holiday, employees will report as directed. See USU [Policy 3110: Holidays with Pay](#) and USU [Policy 3203: Overtime](#).

2.7 Travel Time

Employees in positions classified as non-exempt (overtime eligible) under the Fair Labor Standards Act may be eligible for compensation for time spent traveling. The compensation an employee receives depends on the type of travel and whether the travel time takes place within normal work hours (see Section 2.1). Employees with variable work hours will have their normal work hours defined by their supervisor prior to travel, based on a review of time records over the previous month.

"Travel time" is defined according to the type of travel involved, as shown below.

- *Travel to and from the worksite:* Time spent commuting to and from work is not compensable.
- *Travel during the workday:* Time spent by an employee traveling as part of their regular job duties, such as travel from jobsite to jobsite during the workday, is work time and is compensable.
- *Travel for a one-day assignment in another city:* An employee who is given a one-day out-of-town assignment and returns home the same day will be paid for the time spent traveling to and from the other city, except for the time the employee would have normally spent commuting to and from the regular worksite.

- *Overnight travel (during normal work hours)*: Travel time that takes place within normal work hours, regardless of the day of the week, is treated as work hours and is compensable.
- *Overnight travel (outside of normal work hours)*: Time spent as a driver outside of normal work hours is compensable. Time spent as a nonworking passenger outside of normal hours is not compensable.
- *Travel between time zones*: When an employee travels between time zones, the time zone associated with the point of departure should be used to determine whether the travel falls within normal work hours.

Meal periods should be deducted from all travel time. (See section 2.4)

If an employee requests a specific travel itinerary or mode of transportation that is different from the one authorized by USU, only the estimated travel time associated with the itinerary and mode of transportation that has been authorized will be eligible for compensation. For example, if an employee drives a car as a matter of personal preference when an authorized flight or other travel mode is available, and the travel time by car would exceed that of the authorized mode, only the estimated travel time associated with the authorized mode will be compensated.

3205.3 RESPONSIBILITIES

3.1 Employees

Report to work as scheduled and on time, or provide notice to supervisor when such will not be achievable. Accurately record work hours and any travel time. Balance university and personal needs when requesting flexible work schedules.

3.2 Supervisors

Approve hours worked and ensure they are reported at least monthly. Ensure that employees comply with applicable laws and policies on work hours, travel time, and meal and rest periods. Ensure that employees comply with established procedures for recording hours worked, absenteeism, tardiness, and flexible schedules.

3.3 Office of Human Resources

Provide training to supervisors on established employee procedures for recording hours worked, absenteeism, tardiness, and flexible schedules. Provide systems for employees to report work time and for supervisors to approve work time.

3205.4 REFERENCES

- N/A

3205.5 RELATED USU POLICIES

- USU [Policy 3001: Setting Expectations and Managing Performance](#)
- USU [Policy 3110: Holidays with Pay](#)
- USU [Policy 3203: Overtime](#)
- USU [Policy 4002: Academic Freedom and Professional Responsibility](#)

3205.6 DEFINITIONS

6.1 Non-exempt, Hourly, and Non-benefit eligible Employee

An individual who is covered by the Federal Government's Fair Labor Standards Act (FLSA) and must be compensated at one and one-half times the regular rate for work hours exceeding 40 in a work week.

Information below is not included as part of the contents of the official policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the president.

RESOURCES

Procedures

- N/A

Guidance

- N/A

Related Forms and Tools

- N/A

Contacts

- N/A

POLICY HISTORY

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