Guidelines for Recording and Approving Time for Non-Exempt Staff, Students and Supervisors

Related Human Resource Policies
6.7.9 Fair Labor Standards Act (FLSA)
6.7.10 Standard Workweek and Pay Periods
6.7.11 Time Collection
6.7.12 Overtime
6.9 Time Away from Work (excluding Academic and Bargaining Unit Staff)

Time entry

- All non-exempt staff members are paid on a biweekly basis. The standard work week for most non-academic positions at the University is 39 hours. Each work week begins at 12:00 a.m. Thursday and ends at 11:59 p.m. Wednesday. Paychecks are distributed on Thursday, one week following the end of the pay period.

- All non-exempt staff and hourly student employees are expected to work their scheduled hours and are required to document the actual hours they have worked in COLTS each work week. The staff member must approve the time worked.

- When a staff member submits and/or approves time collection data, he/she is attesting to the accuracy of that data. Knowingly submitting or approving inaccurate time collection data is in violation of university policy and illegal under the Fair Labor Standards Act, and may subject the person(s) to disciplinary/legal action (up to and including discharge).

- The supervisor who signs the timecard must have personal knowledge of the hours worked by the staff member and must not "adjust the books" or ask a staff member to record more or less hours than were actually worked. Such an action is not only a violation of university policy, but is also illegal under the Fair Labor Standards Act and may subject the staff member and/or supervisor to disciplinary/legal action (up to and including discharge).

- All non-exempt staff must record all time worked, including time worked over 40 hours per week. At Cornell, overtime pay is based on hours paid during the standard work week and is calculated at the rate of one and one-half times the regular rate of pay. If a staff member works at more than one job, each with different rates of pay, the rate of pay for the overtime will be based on the weighted average of the two jobs.
• Non-exempt-staff members who record more than 40 hours of work or a combination of work and paid leave time in any work week are eligible for overtime pay.

• Unpaid time off (or “comp time”) may be granted during the same pay week as an alternative to overtime pay. Such options should be discussed with supervisor prior to the completion of unscheduled work.

• It is the supervisor’s responsibility to insure that any time worked prior to the start of the workday, at the end of the work day, or during a lunch period is recorded as time worked. This may require an adjustment to scheduled hours (or comp time) if overtime has not been approved for that work week.

Meals periods

• When a non-exempt staff member works more than four hours that include the period of 11:00 a.m. to 2:00 p.m., the department must provide, and the staff member must take, at least 30 minutes for the meal period.

• If a non-exempt staff member is scheduled to work a shift that begins before noon and continues later than 7:00 p.m., the staff member must take an additional meal period of at least 20 minutes between 5:00 p.m. and 7:00 p.m.

• When a non-exempt staff member is scheduled to work a shift of more than 6 hours that begins between 1:00 p.m. and 6:00 a.m., the staff member must take a meal period of at least 30 minutes at a time approximately halfway between the beginning and the end of a shift.

• Time taken for such meal periods is unpaid time when recording time in COLTS.

Time away from work

• All regular full and part-time nonacademic staff members, and benefits-eligible temporary staff members, are eligible to accrue vacation and sick time.

• Vacation and sick leave accruals begin on the staff member's first day of work.

• Vacation and sick leave may not be taken before it is accrued.

• All vacation time must be requested and scheduled in advance at a time agreeable to both the staff member and the supervisor.

• Non-exempt staff may use vacation by the hour. If a staff member takes a day of vacation, the number of hours used will be equal to the number of hours that the staff member was scheduled to work on that day. Fewer hours may be recorded if the staff member and supervisor agree in advance to record fewer hours as an alternative to the payment of overtime.

• Staff members may use accrued vacation after six months on the payroll with the supervisor's approval. In order to take this vacation, the supervisor must
document the time taken using the Vacation Usage Consent Form. This documentation must be kept on file in the department until one year of service has been completed.

• If termination of employment occurs prior to completing one year of service, the amount of vacation used will be deducted from the staff member's final pay.

• Vacation-eligible staff may accrue in excess of their maximum accumulation based on credited years of service. This excess is not carried over into the next fiscal year. At the end of the fiscal year (June 30), leave balances that exceed the maximum will automatically be adjusted to the appropriate maximum in accordance with the Maximum Accumulation for those staff members with appointments of 39 standard hours. Other eligible staff members will have their maximum balances prorated based upon their standard hours of appointment.

• Sick leave is available for illness or medical emergencies that prevent the incapacitated staff member from reporting to work, or for planned, routine medical or dental appointments needed to maintain the staff member's good health. Note: When possible, routine medical and dental appointments should be arranged to minimally impact the unit's work requirements.

• Abuse of sick leave may be cause for disciplinary action. Such disciplinary action should be discussed with the staff member and may include the requirement of a physician's certification as verification of a staff member's illness before sick leave is paid. Continued sick leave abuse may result in disciplinary action including suspension or dismissal.
  
  o Prior approval is not required for sick leave taken for illness and medical emergency, but staff members should notify their supervisors as soon as possible before the beginning of the work day.
  o For routine dental and medical appointments, staff members should notify their supervisors as far in advance of the appointments as possible.