



THE CATHOLIC UNIVERSITY OF AMERICA

Office of Human Resources

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Guide for Managers and Supervisors¹

KEY POINTS TO REMEMBER

- Employees must be paid for any work they do
- No “off-the-clock” work may be accepted – employees may not “volunteer” to do extra work for free
- Any time worked over regularly scheduled hours up to 40 hours in a week will be paid at the regular rate
- All overtime (over 40 hours) must be compensated at time-and-a-half
- There is no “compensation (comp) time”
- Time must be recorded precisely

How must hours be tracked?

Employees are responsible for tracking their hours on the timesheets provided. Employees must record their actual working time to the minute to ensure that payroll records are accurate and they are paid for time worked. For example, if an employee begins work at 9:03am, works until 12:02pm, takes a one-hour lunch break from 12:02pm – 1pm, and works from 1pm – 5:04pm, the timesheet should read: 9:03am – 12:02pm and 1pm – 5:04pm. Employees are responsible for recording the exact time that the employee starts and stops work for the day and for meal breaks.

Supervisors are responsible for oversight and ensuring that the employee accurately records hours worked.

What does “hours worked” mean?

The employee must be compensated for all time worked, including any hours outside their regularly scheduled time. For hours outside the employee’s regularly scheduled time, the supervisor should have clearly communicated pre-approval of additional work hours. In all instances, however, the employee must be paid for all time worked. This includes when an employee voluntarily continues to work during lunch or at the end of a shift, at the office or elsewhere. It includes *any* work done on behalf of the University, including responding to emails. An employee’s failure to obtain pre-approval may be addressed through the normal disciplinary process.

How should breaks be counted?

Breaks are divided into two categories, meal breaks and rest breaks.

¹ Some non-exempt employees are covered by a Collective Bargaining Agreement (“CBA”). The terms of the CBA may have additional or different requirements with respect to non-exempt employees. In the event of a conflict between this document and the CBA, the terms of the CBA control.

- Meal Breaks should not be counted as hours worked. A meal break is a period of time, generally at least thirty minutes in duration, in which the employee is not working. A one-hour lunch break is built into most CUA employees' work days.
- Rest Breaks should be counted as hours worked. A rest break is a short period of time, generally five to twenty minutes, which provide the employee an opportunity to leave their work place briefly (e.g. coffee breaks, water breaks, walk to the Pryz Starbucks, or go to a vending machine for a snack).

Employees are permitted a reasonable break to express breast milk after their child's birth.

What are the University's general expectations for non-exempt (hourly) employees with regard to the work day? Can an employee shorten or eliminate their lunch break and leave early?

The University's business hours are from 9am-5pm. Non-exempt employees working a 35-hour week are expected to work seven hours per day, from 9am-5pm with a one hour lunch break.

Employees generally are not permitted to shorten or eliminate their lunch breaks to leave early. For example, an employee cannot permanently alter their work schedule to shorten their lunch break from one hour to thirty minutes and then leave work 30 minutes early at 4:30pm. Occasionally, supervisors may offer flexibility to employees as long as the University's business needs are sufficiently covered.

What happens when an employee works for more hours than their regular schedule?

The University's standard work week is Sunday through Saturday. Most full-time employees are expected to work 35 hours per week but some areas of the University have different work schedules.

Employees must be paid their regular rate of pay for all hours worked up to 40 hours. If an employee works greater than 40 hours in a work week, the employee must be compensated at 1½ times the employee's regular rate. Holiday, vacation, or sick hours are compensable but do not count for overtime purposes. Overtime is determined on a week by week basis.

Should the needs of the University require that an employee work more than their regularly scheduled hours on a given day (e.g. graduation, orientation), a supervisor may adjust an employee's schedule within a work week to avoid the employee working overtime.

Can employees be given compensatory time?

No. Compensatory time is an arrangement by which an employee may take off time as a result of working in excess of their regular work schedule. The University does not permit compensatory time arrangements.

Who is responsible for authorizing and scheduling overtime?

Supervisors are responsible for approving and scheduling any overtime. Supervisors are also responsible for informing employees that they may not work any overtime without prior approval. Employees are responsible for getting approval prior to scheduling and working any overtime.

If an employee has worked overtime without tracking and reporting hours how can that be addressed?

Please contact Human Resources who will help determine how to address each individual case.