

Tips and Guidance
Non-Exempt Hourly Employees and Supervisors
Time Reporting and Other Matters
July 2016

Hours, Timesheets, and Payroll

1. Five College business hours are 8:30 am – 4:30 pm, with an hour off unpaid for lunch. This results in 7 hours/day, 35 hours/week. Some departments have different coverage needs as specified by the supervisor. If you need to vary from this general schedule, you should consult your supervisor for approval.
2. Full-time non-exempt employees should generally record a total of 35 hours per week, either all worked or a combination of work hours and paid time off hours (such as vacation, sick, holiday, or personal hours).
3. Hours recorded should be actual hours worked, so the occasional 7.5 hour day or 6.5 hour day is normal. The smallest increment to use in reporting hours is 15 minutes (1/4 or .25 hours).
4. The payroll week starts on Saturday and ends on Friday – these are the days which must add up to 35 hours. Timesheets are bi-weekly: two weeks starting on Saturday and ending 2 weeks later on Friday. Payroll payments are made on the Wednesday following the 2 weeks worked.
5. Any hours worked beyond 35 hours per week must be approved by the supervisor in advance. You are specifically not approved to work more than 40 hours in any week.
6. If you work beyond your regular hours without permission, you will be paid for that time. However, working non-approved hours may be considered a performance issue.
7. With your supervisor's pre-approval, you may on occasion work fewer than 35 hours/week and more than 35 hours, so long as you even out to a total of 70 hours in the same pay period and you work no more than 40 hours in any week.
8. Your signature on the timesheet certifies that the hours reported are accurate and include all time worked for the period shown.

Paid Time Off

9. You accrue paid time off each pay period – that is, vacation and sick hours. Even though these hours accrue, this benefit is not available for you to take the time off until you have completed your 3-month introductory period, as mentioned in your confirmation letter at time of hire.
10. You also receive personal time and floating holidays at the beginning of employment or beginning of the new fiscal year July 1, which is immediately available.
11. All paid time off, including some planned sick time, must be coordinated with and approved by supervisors, as far in advance as possible.
12. Unplanned sick time off must be reported by phone or email to supervisors on the day of occurrence by the time you are due to report and you must remain in touch with your

supervisor daily regarding continued absences due to sick time, except in unusual or severe situations.

13. Record paid time off as used on your bi-weekly time sheets in the proper column.
14. Paid time off hours cannot boost your total weekly hours over 35. For example, if you have worked 30 hours by Thursday of a given week and you are on vacation (or sick) Friday, you record only 5 hours for this day, not 7.

Lunch and Break Periods

15. *State law requires that all employees, including part-time employees, who work 6 hours take at least a 30 minute break during those 6 hours.*
16. Full-time employees receive a one-hour unpaid daily lunch break, usually between noon and 1pm.
17. Lunch breaks for certain positions may need to be scheduled specifically to provide continuous coverage or to meet particular operational needs, as directed by supervisors.
18. Lunch hours cannot be taken at the beginning or end of the work day.
19. During the meal period, you are not required to and should not work, including responding to work-related calls, emails or text messages.
20. If you work during a lunch break, it is work time.
21. You can't take breaks at the beginning or end of the work day and breaks cannot be used to extend a meal period.
22. If you are free to move about, obtain refreshments, or attend to other comfort needs, you do not have a specific scheduled breaks.

Working at home for non-exempt employees:

23. You should not take work home or do work at home, except for de minimis (trifling) checking of email and voicemail.

24. What is work?

Yes:

- Reviewing notes, paperwork, and receiving assignments;
- Setting up and cleaning up;
- Transportation to and from a location other than your primary work location;
- Meetings and trainings, including those outside of regular work hours;
- Work emails, text messages, and telephone calls.

No:

- Commute time, unless you are working (for example, working while riding the bus);
- Going to and from variable work sites if you have a fixed schedule (for example, every Tuesday you go to Mount Holyoke);
- Getting to work early and having a cup of coffee;
- Time away from your desk attending a class unrelated to job duties.

Travel

25. FCI reimburses you for non-commuting local business transportation at the IRS mileage rate.
26. You should deduct commuting miles from the work trip. For example, if you go from Amherst to Smith College for your last meeting of the day and you live in Northampton, you are not reimbursed for mileage for this trip. If you go Amherst-Smith-Amherst in the middle of the day, you are reimbursed for the round-trip.
27. You should also deduct commute hours from a work trip. For example, if you have a meeting at the end of the day in Worcester and it takes you 40 minutes and 40 miles to get home, you should deduct from that the 20 minutes and 20 miles it normally takes you to get home from your regular office at the end of the day.
28. Travel reimbursement forms are available on the FCI website: [form](#)
29. Non-exempts are general not approved for overnight travel. Special rules apply and supervisors should check with the Business Office if contemplating overnight travel for a non-exempt direct report.

Part-Time Non-Exempt Employees

30. For the most part, you follow a schedule of daily hours/week and receive pro-rated paid time off.
31. All of the other guidelines apply to you.

Questions?

Please direct your questions to Toby, Yvette, or Barbara in the Business Office.