

## Guidelines for Nonexempt Employees @ Rice

The Fair Labor Standards Act (FLSA), a federal law enacted in 1938, that:

- Establishes the criteria for a job to be exempt or nonexempt
- Establishes the federal minimum wage required for all nonexempt jobs
- Guarantees overtime for nonexempt jobs for hours worked over 40 in one work week
- Governs the employment of minors

<b>Guidelines for Nonexempt Employees @ Rice</b>
<b>General Information</b>
<ul style="list-style-type: none"><li>• Guidelines for Nonexempt Employees at Rice include key aspects of the Fair Labor Standards Act and Rice University pay practices and policies.</li><li>• More information on the FLSA can be found at <a href="http://www.dol.gov">www.dol.gov</a></li><li>• More information on Rice University pay practices and policies can be found:<ul style="list-style-type: none"><li>○ <a href="http://people.rice.edu">people.rice.edu</a></li><li>○ <a href="http://professor.rice.edu/professor/Policies.asp">professor.rice.edu/professor/Policies.asp</a></li></ul></li><li>• The Rice work week begins at 12:01 am on Sunday and ends at 12 midnight the following Saturday.</li><li>• Nonexempt staff employees are responsible for accurately recording and maintaining time records, including their bi-weekly timesheet and time and attendance records.</li></ul>
<b>Pay Type</b>
<ul style="list-style-type: none"><li>• Nonexempt employees are subject to the federal minimum wage (\$7.25/hour) and overtime provisions established by the Fair Labor Standards Act (FLSA)</li><li>• Nonexempt employees are paid on an hourly basis for all hours worked.</li><li>• Hours worked, holidays and benefit time taken are recorded on a timesheet by the employee, approved by the supervisor and paid out on an hourly basis on the bi-weekly (B2) payroll</li></ul>
<b>Overtime Payment Requirement</b>
<ul style="list-style-type: none"><li>• Nonexempt employees are eligible to receive overtime pay at 1 ½ times their regular hourly rate for any hour(s) worked over 40 in one Rice work week (Sunday-Saturday)</li><li>• Overtime should always be approved by the supervisor, preferably in advance.</li><li>• For staff who perform work at different rates of pay, the overtime rate is 1 ½ times the weighted average of those hourly rates.</li></ul>
<b>Rice Pay Practices for Nonexempt Employees</b>
<ul style="list-style-type: none"><li>• Nonexempt employees who work on a University recognized holiday and/or are required to work during a campus/weather emergency will receive 1 ½ time their regular hourly rate for hours worked.</li><li>• Time actually worked and holidays staff are required to observe are taken into consideration for the purpose of calculating overtime.</li><li>• Benefit, bereavement, personal, and recess time are paid at the employee's regular rate of pay and are not taken into consideration for the purpose of calculating overtime for that work week.</li><li>• Under no circumstances is compensatory time (comp time) permitted. Instead, an employee's schedule may be adjusted during the work week to provide time-off in place of working at overtime rates.</li></ul>