

Guiding Principles for FLSA-Exempt Employees and Workweek Adjustments

Each department has the flexibility to determine workweek adjustment practices for FLSA-Exempt employees based upon that department's unique circumstances and work/travel needs in alignment with these guiding principles:

Differences between FLSA-Exempt and Non-Exempt/Hourly Employees:

- FLSA-Exempt employees are salaried employees responsible for defined duties and responsibilities that in any given week may involve more than a 40-hour workweek.
- FLSA-Exempt employees do not qualify for overtime or compensated ("comp") time in the same manner as Non-Exempt/Hourly employees.
- Workweek adjustments for workweeks beyond 40 hours are the exception, not the rule.
- A workweek adjustment for a FLSA-Exempt employee is not a one-for-one accommodation for all hours worked beyond 40 in a given workweek.

FLSA-Exempt Employees and Time and Effort (T&E) Reporting:

- Time & Effort (T&E) reporting requirements are unrelated to eligibility for a workweek adjustment by a FLSA-Exempt employee, even if the employee reports more than 40 hours in a given workweek.
- T&E is required to track the percentage of an employee's FTE across multiple funding sources for program cost allocation and salary distribution across those funding sources.
- T&E reporting by hours worked – even when those hours may exceed 40 in a given workweek – does not create an entitlement or expectation for a workweek adjustment.

Rationale for a Workweek Adjustment for a FLSA-Exempt Employee:

- When duties/responsibilities and/or associated travel time result in one or more excessively long workdays in a given workweek.
- When duties/responsibilities require an employee to report to the employee's assigned work location, an alternate work location, and/or engage in work-related travel on a weekend or holiday.

Other Considerations:

- Workweek adjustments should be approved by an employee's supervisor in advance based upon departmental practices consistent with these guiding principles.
- To the greatest extent possible, a workweek adjustment should be taken during the same workweek.
- Workweek adjustments should be considered in partial or full workday increments rather than a specific number of hours (again, FLSA-Exempt employees do not qualify for overtime or "comp" time in the same manner as Non-Exempt/Hourly employees).
- An FLSA-Exempt employee routinely working excessive hours should discuss and problem-solve this situation with his/her supervisor.