## WHAT IS A The standard JMU workweek begins at 12:01 am on Sunday WORKWEEK? and ends at midnight the following Saturday. following Saturday.

that non-exempt employees working in excess of 40 hours in a workweek be compensated at one and one-half times the regular rate of pay.

The Fair Labor

HUMAN

Standards Act

(FLSA) requires

Asa reminder... All overtime at JMU requires pre-approval by the supervisor An employee's work schedule may be adjusted within the workweek to avoid the occurrence of Overtime leave may overtime be offered to the employee in lieu of overtime pay

## Supervisors should...

- Determine if an alternative work schedule is appropriate & meets departmental needs
- If overtime occurs, ensure proper documentation:
  - Record of Overtime Pay
  - Record of Overtime Leave Earned
- Be familiar with JMU Policies:
  - Provisions for Granting Overtime & Compensatory Leave (1303)
  - Alternative Work Schedules (1310)

## RESOURCES **Consulting Services Team**