

POLICY & PROCEDURES MANUAL

WAYLAND BAPTIST UNIVERSITY

Classification Number: 2.9.2

Reviewed: July 10, 2019

SUBJECT: UNIVERSITY WORK WEEK

Salaried Employees/Full-time - As provided in the Fair Labor Standards Act (FLSA), Wayland Baptist University specifically identifies all full-time positions as subject to, or exempt from, the overtime provisions of the act. With the exemptions provided by the FLSA, the university considers all other full-time positions as being subject to the provisions of the FLSA. All exempted positions are identified on the job description, employment contracts or payroll authorizations.

Plainview campus - Although full-time, nonexempt Plainview employees are normally scheduled to work 37.75 hours per week, the official work week for full-time salaried employees is 40 hours. The pay rate is based on a forty (40) hour work week. The

