Purpose:

The purpose of this policy is to give guidance to employees in exempt positions in the Division of Financial Affairs at The University of Alabama.

Policy Statement:

Staff employees in professional, management, administrative and similar positions are considered to be in exempt positions. As such, these employees are paid monthly, are not paid overtime and are not eligible for compensatory time. They are salaried employees and are accountable for their performance outcomes, rather than for time worked.

Policy:

Staff employees in exempt positions in the Division of Financial Affairs may put in time and effort beyond the university’s standard business hours in order to fulfill the professional duties and responsibilities of their positions. This includes situations in which work units experience extraordinary increases in work demand and exempt employees must commit to exceptional time and effort beyond their regular schedule.

In such situations, managers and administrators in Financial Affairs may adjust work schedules or extend flexible scheduling opportunities to exempt staff. These adjusted work schedules will usually occur at times that are mutually agreeable to the employee and management and should be at times that will not unduly disrupt the operations of the individual’s work unit, department or the Division of Financial Affairs. Scheduling flexibility has no specific time or hour implications. It does not involve tracking and there should be no expectations of any particular entitlements. It is simply approved flexibility in one’s work schedule that may follow times of extraordinary increases in work demand and time worked.

General guidelines for exempt employees in Financial Affairs include, but may not be limited to the following:

1. Exempt employees are responsible for the satisfactory completion of their work and the work of others who may report to them, regardless of the time required to complete the work.

2. Exempt employees have additional benefits, such as increased annual leave accrual, to compensate for being available to work longer hours and being accessible after University normal business hours.

3. Exempt employees do not earn compensatory time. However, flexibility in one’s working schedule may be discussed in advance and approved by the appropriate supervisor.

4. Exempt employees are expected to submit monthly, online leave reports through the Banner self-service online system.

The above are guidelines only and are subject to approval and revision by the VP for Financial Affairs.

This policy is for exempt employees in the Division of Financial Affairs and is not intended to address the subject of supplemental pay. For guidelines on supplemental pay for exempt employees, please refer to policy # 605, **Staff Supplemental Compensation Policy**, in the online HR Policy Manual.