

## **Standard Workweek Policy**

### **Basis for Policy**

For purposes of pay calculation under the requirements of the Fair Labor Standards Act (FLSA) of 1938 as amended, the Research Foundation (RF) has established a workweek period that extends from Saturday at 12:00 a.m. through Friday at 11:59 p.m. Within this workweek period, the Research Foundation has established either a 37.5-hour or 40-hour standard workweek as the basis for full-time employment [1.0 Full Time Equivalent (FTE)]. Part-time employment is calculated on the standard workweek.

### **Policy**

To be in compliance with the FLSA, all Research Foundation employees at the time of appointment must be informed of the hours basis (37.5 or 40 hours) for their standard workweek. In addition, all Research Foundation employees must be promptly notified of a change in the standard workweek.

### **Requirements**

In this section, the requirements are described for operating locations to inform employees of their standard workweek, complete the appropriate section of the Employee Assignment Form, and enter information into the computerized business system.

In addition, the Central Office of Employee Services must advise operating locations of any changes in the laws or regulatory rulings regarding the standard workweek.

### **Informing Employees**

All Research Foundation employees must be informed of the hours basis for their standard workweek, which is either 37.5 hours or 40 hours, and notified of any changes in the standard workweek.

### **Completing Form**

When the Employee Assignment Form is being completed at the time of appointment, the appropriate standard workweek for the employee must be indicated on this form.

This standard workweek information, in addition to all other information on the form, must be reviewed for accuracy and approved by the project director (or co-project director) and the Research Foundation operations manager or designee at the location.

### **Entering Information into the Computerized Business System**

The hours basis for an employee's standard workweek is entered into the computerized business system. If an employee's hours basis changes, the appropriate field must be changed.

### **Responsibilities**

## **Operating Locations**

The *Research Foundation operations manager* or *designee* is responsible for

- ensuring that the policy and requirements described in this procedure are adhered to regarding the Research Foundation's standard workweek.

## **Central Office**

The *director of the Office of Employee Services* or *designee* is responsible for

- advising operating locations of any changes in the laws and regulatory rulings regarding the standard workweek

## **Change History**

- **August 29, 2003**- Updated to change standard workweek to Saturday at 12:01 a.m. through Friday at 12 p.m.
- **September 2, 2003**- Revised to change to 12:01 a.m. through at 12 a.m.
- **September 4, 2003**- Revised to change to 12:00 a.m. through Friday at 11:59 p.m.