This document outlines the changes made to OHR’s Policy and Procedures Manual in the past 30 days. Please contact OHR at (864) 656-2000 or online at Ask-HR if you have questions or concerns. Changes can also be viewed in the Change Log.

Updated Policies

Workweek Policy – OHR updated the Workweek Policy on October 31, 2017, to include the following:

- Reformatted the policy
- Added definitions for “normal hours” and “standard hours”
- Corrected description of the employee’s normal work hours to include “a one-hour lunch break between the hours of 11 a.m. and 2 p.m.”
- Added the following policy points from the Overtime and Compensatory Time Policy:
  - Hours worked includes all time an employee is required to be on duty or on the University’s premises or at a prescribed workplace for the University and all time during which the employee is working or permitted to work for the University.
  - The FLSA does not require rest periods, meal periods, or breaks; however, when breaks are given, breaks of short duration must be counted as time worked. Breaks may not be used to allow an employee to come in late, to leave early, or to extend the lunch period.
  - A bona fide meal period of 30 minutes or more that occurs during the scheduled workday is not hours worked if the employee is completely relieved from duty during the entire period.
    - An employee is not considered “relieved from duty” if required to perform any duties, whether active or inactive, while eating (e.g., an office employee required to eat at his desk or a lab worker required to eat while monitoring her machine).
    - The actual time of the meal period, not to exceed one hour, is to be excluded from hours worked for each regular meal period.
  - Authorized supervisors may change the employee’s schedule in order that the hours worked in a given workweek will not exceed 40.
- Added the following additional policy points:
  - Time spent in leave status is not considered hours worked but is included in the employee’s workweek totals to satisfy standard hours.
  - Exempt employees must satisfy their standard hours either through time worked or leave taken.
- Revised the example list of situations that might be appropriate for flextime or compressed work schedule
- Added a link to the OHR Glossary of Terms
- Updated other links

Nonexempt Employee Timekeeping Policy – OHR updated the Nonexempt Employee Timekeeping Policy on October 31, 2017, to align with the wording in the Workweek Policy.

- Changed “Clemson’s standard office hours” to “Clemson’s normal office hours”
- Corrected the hours of Clemson’s official workweek

Revised November 2, 2017
• Added the follow policy point from the discontinued Overtime and Compensable Time Policy: Employees whose positions are exempt from the FLSA are not eligible for overtime compensation.
• Removed the term “compensatory time” from the policy
• Removed the definitions from the policy, leaving only the link to the glossary

• Reformatted the policy
• Added the following clarification for on-call status from the discontinued Overtime and Compensable Time Policy:
  o A nonexempt employee in on-call status who must remain accessible to the point that time may not be used for his or her own purposes is engaged in waiting. Such time is counted as hours worked for the purpose of determining compensation and overtime.
  o A nonexempt employee who is in on-call status but is essentially free to use the time for his or her own purposes is waiting to be engaged. Such time is not counted as hours worked for the purpose of determining compensation or overtime.

Dual Employment Policy – OHR updated the Dual Employment Policy on October 31, 2017, to include the following statement from the discontinued Overtime and Compensable Time Policy:
• Exempt employees may undertake internal dual employment within their home department if in a different capacity from their regular employment or outside their home department in any capacity.

Discontinued Policies

• Beginning November 1, 2017, Clemson University no longer uses compensatory time to compensate nonexempt employees for overtime work.
• Overtime-related policy points from this policy are now included in one of the following policies: Nonexempt Employee Timekeeping Policy, Workweek Policy, On Call and Call Back Pay Policy, and Dual Employment Policy.

Discontinued Procedures

Expiration of Leave Procedure – OHR discontinued this procedure on September 1, 2017. The information was out of date, and the process had been updated and articulated in the Separation from Employment Policy.

Other Changes

OHR updated the OHR Glossary of Terms on October 31, 2017, as follows:
• Removed the term “compensatory time”
• Revised the term “Overtime” to read as follows: All hours worked in excess of 40 hours per workweek, not to include leave time or holiday time. For nonexempt employees, overtime is compensated at 1.5 times the employee’s regular hourly rate of pay for a 40-hour workweek. Employees whose positions are exempt from the FLSA are not eligible for overtime compensation.

Revised November 2, 2017