



Category

POLICY: 2-21 Work Hours & Pay Administration

Approval

LT Approved:

Effective Date: 07/01/2025

Revised: July 1, 2025

Responsible Party: Vice President of People & Culture

The work day for WSU Tech employees varies among or within each division/department. Exact hours employees will work each day will be scheduled by their supervisor. To meet the College's staffing needs, employees may occasionally be required to work overtime. Employees are expected to cooperate unless prior approval for not working overtime has been obtained.

The work day for employees working a 40-hour work week will vary depending upon assignment and could involve working day, evening, or weekend hours. The work week for all fulltime employees consists of a minimum of 40 hours. (Unless defined by negotiated agreement/contract.) Non-exempt employees are not to work more than their scheduled hours unless they have been authorized to do so by their immediate supervisor. Any non-exempt employee who works over 40 hours per week, even if not authorized to do so in advance, will be compensated for the time worked (overtime).

Employees who are Exempt may have work hours which fluctuate from week to week at the direction of their supervisor and the salary will be paid at a fixed wage as straight time pay for any number of hours they are called upon to work in a work week.

All employees shall be paid bi-weekly (every other week) on regularly scheduled pay dates.

Paid absences when no work is performed, including but not limited to PTO, holiday pay, college closure, jury duty, and voting time off, are not counted as hours worked for the purposes of computing overtime.