

Pay for Non-Exempt Employees

Non-exempt employees must be paid for all hours worked. Hours worked include all the time during which an employee is required to be on the employer's premises, on duty, or at a prescribed workplace.

The University core working hours are 8:00 am – 5:00 pm (some schedules may vary). The University of Houston's work week is Wednesday through Tuesday. The work week is particularly important in calculating overtime pay because overtime pay is paid based on the hours worked in the work week, not the pay period.

Employees Changing from Exempt to Non-Exempt

The most significant change associated with moving from exempt to non-exempt status is the change from being paid Monthly to Bi-Weekly (every other Friday).

- Monthly - 12 Pay Periods a year
- Bi-Weekly - 26 Pay Periods a year

Please use the calculator on the website to determine your Gross Pay per Check as a Non-Exempt Employee.

Deductions

Benefits (medical, dental, etc.) as well as parking deductions will be split between bi-weekly checks for non-exempt employees.

Non-exempt employees that are signed up for Flexible Spending Accounts, which are accounts designed to save money on taxes for health care or dependent care expenses, will not have to do anything. Their deductions will be recalculated automatically to be deducted in the remaining checks for 2016.

Employees enrolled the retirement savings plan will have deductions recalculated automatically to spread over the remaining pay checks for 2016.

Wage garnishments will be deducted from each check biweekly.

Overtime

At UH, non-exempt employees scheduled to work 40.0 hours per work week are paid overtime for hours worked over 40.0 hours.

When calculating overtime, it is important to note that overtime is based on the number of hours worked in the work week, not the pay period.

Overtime must be approved in advance by the supervisor.

MAPP Policy 02.01.03

All overtime and extra hours must be authorized in advance by the director of the department. Supervisors are responsible for monitoring the work hours of non-exempt employees to ensure overtime and extra hours worked have been authorized. Non-exempt employees may not make unauthorized decisions to work overtime or extra hours. Working unauthorized time may subject the employee to disciplinary action, up to and including termination. Similarly, compensation for overtime or extra hours may not be waived by the non-exempt employee.

Non-exempt employees are subject to the overtime provisions of the Fair Labor Standards Act (FLSA) and must be compensated according to FLSA guidelines for all hours actually worked in excess of 40 hours (overtime) in the standard workweek.

Compensation to employees for overtime shall consist of either of the following methods:

1. Compensatory time off (leave) at the rate of one and one-half hours for each overtime hour worked; or Overtime/Compensatory Time MAPP 02.01.03 July 24, 1997; Revised December 4, 2015 Page 3 of 6
2. Cash payment at the rate of one and one-half times their regular rate of pay for all overtime hours, in addition to the regular pay for the pay period during which it was earned.

Paid leaves and/or holidays taken are not counted as hours worked for purposes of determining overtime hours. Only hours actually worked during that workweek are counted.