The U. S. Fair Labor Standards Act (FLSA) requires the University to compensate all non-exempt staff for any overtime hours worked. Purdue has complied with this law by paying 40A and 70A staff for any hours in pay status in excess of forty in a workweek. For clerical and service staff, the University has maintained a more generous policy of recognizing any hours in excess of eight in one day or forty in one week as overtime. As in the past, all overtime must be approved in advance by the employee's supervisor.

In order to streamline administrative processes and improve efficiency, the University has decided to adopt a uniform overtime policy for all non-exempt employees. Effective March 1, 2006, 40A and 70A staff will be compensated at the overtime rate for any hours in pay status in excess of eight in one day or forty in one workweek.

Under the FLSA, Purdue had the option of standardizing overtime pay by applying the forty-hour-per-week policy to clerical and service staff. This approach would have been more cost-effective and would have simplified record keeping. However, we believe adopting the more liberal policy for all non-exempt employees is the right decision for the University. In addition to allowing full-time staff to be compensated fairly for overtime hours, it also will allow some part-time employees — including students — to continue to qualify for overtime pay in certain situations.

Purdue policy allows all non-exempt employees to request that they be allowed to flex their schedules to adjust for overtime by taking off an equal amount of time during the same workweek. The request to flex the schedule must be initiated by the employee and agreed to by the supervisor in advance.

If you have questions or comments on the new policy, please send them to hrs@purdue.edu.