

PURDUE UNIVERSITY LIMITED-TERM LECTURER NON-EXEMPT EMPLOYEE DISCLOSURE STATEMENT

Purdue University permits nonexempt employees to be concurrently assigned as Limited-term Lecturers. The nonexempt assignment requires the Limited-term Lecturer assignment to be paid on an hourly basis. The remainder of this communication discloses the conditions under which nonexempt employees may serve as hourly-paid, Limited-term Lecturers, and must be signed by the employee and each department before the Limited-term Lecturer appointment begins.

Any employee who already holds a nonexempt work assignment at Purdue at the time she/he is appointed to a Limited-term Lecturer position must be paid on an hourly basis for all the work performed in the Limited-term Lecturer assignment as well as the nonexempt work assignment.

1. The hourly rates for both the nonexempt assignment and the Limited-term Lecturer assignment are at or above the Fair Labor Standards Act (FLSA) minimum wage;
2. The employee will record all hours worked as a Limited-term Lecturer on one official University timecard* including all overtime hours, and will record all hours worked in the other nonexempt assignment(s) on a separate official University timecard(s)*;
3. The employee must submit signed, accurate, and complete timecards to each supervisor in a timely manner on the appropriate date for biweekly timecards to be turned in;
4. All overtime hours, regardless of where they are worked, will be paid by the department where the Limited-term Lecturer appointment is held; and
5. All hours worked by me in excess of eight in a day and/or 40 hours in a week will be paid at one and one-half times my base hourly rate, as required by University pay policy, FLSA, and State Code.

****The submission of false or inaccurate time records (timecard or time log) is a serious offense that is a violation of University pay policy and federal and state laws and may result in disciplinary action.***

Employee Initial Here: _____

I certify that I have read and understand the above disclosure statement. Further, that falsification of time worked records or failure on my part to identify all sports camp or clinic work assignments and pay may result in disciplinary action up to and including my being barred from employment at Purdue University.

Employee's Signature

Print Name

Date

LTL Department Authorized Signature

Print Name

Date

Additional Employing Dept. Signature

Print Name

Date

Note: The Disclosure Statement must be signed and returned to each department in which the employee has a work assignment prior to the start of any work-related activity in the Limited-term Lecturer assignment.