



Responsible Official:
Vice President, Organizational
Development and Human Resources

Specific Authority: 1001.64, F.S.
Law Implemented: 1001.64, F.S.

Effective Date: 11-18-1992

Recording of Hours Worked--Career Service Employees

Policy Statement:

- I. Career service employees who are assigned to positions which are defined as non-exempt under the Fair Labor Standards Act are required to record and verify the hours they work.
- II. The time that an employee starts, stops, or interrupts work (e.g., lunch time when an employee is relieved from duty) will be recorded. Starting and stopping times will be rounded and recorded to the nearest one-quarter ($\frac{1}{4}$) of an hour. Authorized fifteen (15) minute rest breaks do not need to be recorded.

Procedures:

None

Related Documents/Policies:

None

Policy History:

Adopted 5-14-86; Amended 11-18-92; Repealed 11-2-16; Formerly 6Hx28:9-031; Formerly 6Hx28:09-04