

FLORENCE-DARLINGTON TECHNICAL COLLEGE

# POLICY

**Number:** 30-32  
**Title:** Hours of Work, Non-Work, and Overtime Compensation

**Original Approval Date:**

**Area Commission Review:**

**Last Revision:** 11/19/24

## Reference (Policy and/or Procedure)

**SBTCE:**

**FDTC:** Human Resource Services

**Other:** Fair Labor Standards Act and Subsequent Amendments 4-15-86, State Resource Regulations dated 8-24-94

## Policy Description

### DISCLAIMER

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

It is the policy of Florence-Darlington Technical College to comply with the minimum wage and overtime provision of the Fair Labor Standards Act (FLSA), guidelines set forth by the State Human Resource Regulations and the State Board for Technical and Comprehensive Education.

The workweek for full-time employees at Florence-Darlington Technical College is 37.5 hours. Since compensation for State employees is based on a forty-hour workweek,

no overtime compensation or compensatory time will be allowed for hours worked between 37.5 and 40 hours per week.

Exempt employees are not eligible for overtime compensation. Nonexempt employees will be compensated for overtime hours worked in excess of 40 hours per week in accordance with the guidelines set forth in Procedure 31-33.