



SUB-TOPIC
HOURS OF WORK

I. Policy

It is the policy of The University of Texas at Dallas to comply with applicable federal and state statutes regarding hours of work.

II. Procedures

- A. A UT Dallas employee who is paid a full-time salary and whose position is exempt from the Fair Labor Standards Act shall work not less than 40 hours a week.
- B. A UT Dallas employee who is paid a full-time salary and whose position is subject to the overtime provisions of the Fair Labor Standards Act shall work 40 hours a week.
- C. Employees described by Section II. B. must have the advance written approval of their department head before working more than 40 hours in a FLSA work week, in accordance with policy D3-130.0 *Overtime Compensation*.

III. Authority

Texas Government Code Section 658.002