

**SOUTH CAROLINA STATE UNIVERSITY  
PERSONNEL POLICIES AND PROCEDURES MANUAL**

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| SECTION: FLSA and Classification and Compensation Administration                           | Section: II         |
|  | Subject: A.1        |
| SUBJECT: Standard Official Work Schedule for<br>Full-Time Staff Employees in FTE Positions | Effective: 06/05/09 |
|  | Revised: 05/29/09   |

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**STANDARD OFFICIAL WORK SCHEDULE FOR FULL-TIME  
STAFF EMPLOYEES IN FTE POSITIONS**

Compensation for State employees is based on 40 hours per week. However, the State Budget and Control Board has authorized agencies to schedule a minimum of 37.5 hours per week for full-time employees in FTE positions. There will be no additional compensation for hours worked between 37.5 and 40 hours. The standard full-time staff employee workweek at South Carolina State University shall be no less than 37.5 hours per week.

Designated areas (e.g., Facilities Management, Campus Police, Food Services) will be assigned special schedules to best meet the needs of the University and will be compensated according to regulations established by the Budget and Control Board in accordance with the Fair Labor Standards Act.

Each supervisor/department head may, with the approval of the Vice President, adjust an employee's work schedule within the same official workweek to meet the needs and service delivery requirements of the University. (This may include requiring employees to work the full 40 hour workweek.) Such an adjustment must allow the employee an amount of time off during the same official workweek so as to avoid working in excess of his or her normal work schedule.