

NUMBER: C-4b

TITLE: HOURS OF WORK POLICY: NONEXEMPT EMPLOYEE ELECTRONIC COMMUNICATIONS

POLICY:

The purpose of this policy is to instruct nonexempt employees concerning use of electronic communications devices when not scheduled for work duty.

Employees of Southern Nazarene University may perform job duties using a variety of electronic communications depending on the nature of the work and responsibilities involved. Some of the required communication mediums might include cellphones, tablets, texting, or computers.

Legal Framework for Nonexempt Employees

As with other types of authorized work, all time spent by nonexempt employees using electronic communications for work purposes will be considered hours worked. The time is recordable, compensable, and will count toward overtime eligibility as required by law. Therefore, to avoid incurring unnecessary expenses, electronic communications should not be used outside regularly scheduled work hours unless required by management. This includes all types of work-related communication.

Prohibited Use of Electronic Communications Devices

Nonexempt employees should not check for, read, send or respond to work-related e-mails outside their normal work schedules unless specifically authorized to do so based on job duties or direction by management. Please note: Long-term, “blanket” authorizations are not allowed for more than one month at a time.

Enforcement

Nonexempt employees may be subject to discipline for violating this policy if any of the following occur:

- 1) The employee uses electronic communications for work-related correspondence during unauthorized times (without prior authorization from their supervisor).
- 2) The employee does not accurately report their actual hours worked.

Supervisors may be subject to discipline for violating this policy if any of the following occur:

- 1) The supervisor requires a nonexempt employee to use electronic communications for work-related correspondence but does not compensate the employee for the time worked. This could include encouraging an employee to “volunteer their time”, “donating their time”, or coercing the employee (using any another method) to not accurately report the actual hours worked.
- 2) The supervisor is responsible for their payroll budget and will be held responsible if over budget.

If you have questions relating to this policy, please contact SNU Human Resources.