

Temporary Instructional Assignments for Existing Classified Staff or Hourly Employees With a Primary Position at UI

The Fair Labor Standards Act (FLSA) requires that employees with an hourly position (i.e. classified staff, temporary employees, students) be compensated by the employer (University of Idaho) at a rate of 1.5 hours for hours worked over 40 hours during the defined work schedule, Sunday through Saturday.

Hourly employees assuming an additional part-time instructional role must have their primary supervisor's approval if a flexible work schedule is needed, and assurance for no disruption in the primary job work.

In order to continue providing University hourly employees an opportunity to instruct University courses for institutional credit, hourly employees must be paid on an hourly basis.

Hourly employees that work, including an additional part-time teaching appointment, are required to be compensated at a rate of 1.5 hours when they work more than 40 hours during a week.

Considerations:

If the hourly employee does not work 40 hours or more at their primary job, the instructional hours will be paid at the straight hour until they reach greater than 40 hours.

If leave (annual, sick, etc.) is used during the work week, instructional hours will be paid at the straight hour until the employee's hours worked reach 40 hours during the corresponding work period. Using leave does not count as working hours.

If the hourly

