

POLICY: 4.2.1

Working Hours, Overtime, and Compensatory Time

Revised: December 6, 2012; and October 2, 2001

Last Reviewed: May 15, 2025

Adopted: July 1, 1987



POLICY:

All employees of the Technical College System of Georgia are covered by the Wage and Hour provisions of the Fair Labor Standards Act (FLSA) unless specifically exempted. The Fair Labor Standards Act of 1938, as amended, establishes minimum wage rates, maximum work hours, overtime pay requirements, equal pay standards, and child labor restrictions for employees covered by its provisions.

Pursuant to State of Georgia policy, non-exempt, salaried employees shall receive FLSA Compensatory Time for all overtime hours worked unless approval is granted by the Office of Planning and Budget (OPB) or as otherwise provided in the OPB policy governing Working Hours, Payment of Overtime, and the Granting of Compensatory Time.

The Commissioner shall establish procedures for System Office staff and Technical Colleges to ensure compliance with the FLSA and State of Georgia policies.

RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of Board

O.C.G.A. § 20-4-14 – TCSG Established; Powers and Duties

TCSG Procedure: 4.2.1p. – Working Hours, Overtime, and Compensatory Time Fair Labor Standards Act of 1938, as amended

Office of Planning and Budget (OPB) Policy Governing Working Hours, Payment of Overtime, and the Granting of Compensatory Time