**Procedure 919:** Hours of Work Procedure: Non-exempt Employee Electronic CommunicationsCategory: Personnel

Covered Individuals: All CEI Non-Exempt Employees

Approved: 08/13/2024

**919.1 Purpose**

The purpose of this procedure is to instruct non-exempt employees concerning use of electronic communications devices when not scheduled for work duty.

Employees of College of Eastern Idaho may perform job duties using a variety of electronic communications depending on the nature of the work and responsibilities involved including cellphones and laptop computers.

**Legal Framework for Nonexempt Employees**

As with other types of authorized work, all time spent by non-exempt employees using electronic communications for work purposes will be considered hours worked; the time is 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**

Non-exempt employees are not required or compensated to check for, read, send or respond to work-related e-mails, voicemail or other messages outside their normal work schedules unless specifically authorized based on job duties or direction by management to do so.

**Enforcement**

Non-exempt employees using electronic communications for work-related correspondence during unauthorized times may be subject to discipline for violating this policy. Supervisors requiring non-exempt employees to use electronic communications for work-related correspondence at unauthorized times are also subject to discipline up to and including termination.

**Exceptions**

* Employees that are on call see policy 222: On Call for more information.
* Employees that receive overtime due to working after hours, see Policy 201: Overtime.
* For emergency notifications, see Procedure 901: Emergency Notification.

If you have questions relating to this policy, please contact human resources.

**919.2 Definitions**

Non-Exempt: An individual who is not exempt from the overtime provisions of the FLSA and is therefore entitled to overtime pay for all hours worked beyond 40 in a workweek (as well as any state overtime provisions). Non-exempt employees may be paid on a hourly or other basis.