

## 2017 Guidelines for Intern Work Schedule

The federal Fair Labor Standards Act ([www.dol.gov/compliance/laws/comp-flsa.htm](http://www.dol.gov/compliance/laws/comp-flsa.htm)) prescribes payroll standards for public and private employers. The FLSA designates which employees are, or are not, subject to overtime pay. In general, professional employees are exempt from the FLSA and thus not eligible for overtime pay. It has been determined that extension interns are non-exempt employees and thus are subject to the Fair Labor Standards Act. Therefore, they must be compensated for each hour worked and with overtime/compensatory time for any hours worked over 40 in a work week.

Following are the guidelines for implementing the FLSA in regard to interns:

- Interns will be paid \$14.00 per hour. They will receive bi-weekly pay as a State of Kansas employee. At the end of the summer, Extension Operations will bill each local office for one-half of the cost of the intern. Offices who elect to employ the intern before May 22 or after August 4 will be invoiced for the total hourly compensation for the extra days.
- Each pay period the interns will report the hours they worked to Melissa Weber in Extension Operations. Interns will receive information about this process during their orientation. Work-time is to be recorded in quarter hour increments.
- As non-exempt employees, interns are hourly employees. They are eligible for compensatory time off for any hours over 40 worked in a work-week.
- If an intern does work more than 40 hours in a week, the work hours and the overtime hours must be recorded separately. For each hour worked over 40, the intern will earn 1.5 hours of comp time. The intern will remain on the payroll until the comp time is used. The local office will be billed for all comp time used after August 4.
- A worksheet for recording comp time is included.  
The use of comp time must be pre-approved by the local extension director.
- The 40 hour work week begins on Sunday at 12:01 am and ends on Saturday at 12:00 midnight.
- Each work week stands alone. Work weeks can't be "averaged." For example an intern can't work 60 hours one week and 20 hours the next week and consider that they have worked 40 hours per week.
- The mentor should work with the intern at the beginning of each work week to plan their work schedule.
- Overnight Activities  
If an intern is scheduled to work during an overnight event, it should be clear to them before the event begins when they will be on-duty and off-duty. During off-duty times, they can participate in camp activities if they choose, but it must be clear that they are off-duty. If an intern's sleep is interrupted by a camper needing care, that time should be reported as work time.
- Travel Time  
**To and from work** - Time spent traveling from home to the work site is not compensable.  
**Travel during the work day** - Travel time during the work day, such as from the office to a meeting site, is compensable.  
**One day out-of-town travel** - If an intern travels out-of-town for less than one day, they must be paid for all travel time from their work station to the out-of-town event.  
**Overnight travel** - Interns who travel overnight on business must be paid for time spent traveling (except for meal periods) during their normal working hours on their regular working days. They also must be paid for travel during normal working hours on their non-working days such as Saturdays, Sundays and holidays. Time spent traveling on business, outside their normal working hours, is not compensable.
- An intern can't "volunteer" for a responsibility which could reasonably be a part of their work responsibilities. For example - an intern could voluntarily attend the extension sponsored farmer's market as an interested community member. However, helping with extension's educational booth at the market could reasonably be an expectation of their intern position. They could not "volunteer" to assist the agent at the booth.
- Contact Melissa Weber ([mweber717@ksu.edu](mailto:mweber717@ksu.edu)) or Stacey Warner ([swarner@ksu.edu](mailto:swarner@ksu.edu)), or call 785-532-5790 for other situations.