

FLSA – OVERTIME RULE CHANGES



Human Resource Services

TIME MANAGEMENT

NON-Exempt Employees

- ❖ All hours over 40 in the workweek are eligible for 1.5 times salary or compensatory time paid.
- ❖ All hours over 37.5 in the workweek are eligible for 1.0 times salary or compensatory time paid.
- ❖ The workweek is currently Sunday through Saturday.
- ❖ When we transition to biweekly it will move to Saturday through Friday.
- ❖ Employee can't voluntarily opt-out of getting overtime compensation
- ❖ We will discipline repeat offender who work overtime without approval after receiving notification
- ❖ Managers are responsible to ensure employees are working as directed & reporting time properly

MANAGE OVERTIME

NON-Exempt Employees

Establish procedures and Expectations

1. Overtime approval processes
2. Rules for working and tracking hours worked outside of normal workday.
3. Flex Time – may be used to avoid accruing overtime (within workweek)
4. Overtime Compensatory Leave – May be used to reduce overtime costs
5. “Unauthorized” work performed (with or without Supervisor’s knowledge) is subject to disciplinary action.
6. Be cautious to employee who arrive to work early and work late.