

FLSA Overtime Assessment



1. Does your employee work over 37.5 hours per week? If so, how often?
2. What is the total estimated number of hours your employee works overtime per year?
 - a. Total hours worked between 37.5 & 40.
 - b. Total hours worked over 40.
3. What is the estimated cost that you project this employee's overtime will cost?
4. What specific duties and/or responsibilities are the most critical reason for this employee working overtime each week?
5. Are there specific isolated events or times of the year in which the employee has to work overtime?
6. What is the estimated overtime cost that you project this employee's overtime work will total?
7. Is the combined total of the employee's estimated overtime cost and the employee's regular salary greater or less than \$35,568?
 - Yes
 - No
8. What is the estimated cost to transition the work to another employee or group of employees?
9. What is the estimated cost to hire additional employee(s) to accomplish the work load?