

## Conversation Points for Managers

### -Threshold Change & Overtime Eligibility-

As a manager of a non-exempt hourly employee, there are a few key points regarding the shift from exempt, salary work to non-exempt, hourly work that will need to be explained to your employee(s) and supervised by you as the manager. Below is a list of the topics to be introduced to your non-exempt, hourly employee and the corresponding policies and crucial points for each. The listed areas may be new responsibilities for you and your employee, remember to continuously monitor and check-in over time.

**Non-Exempt Hourly Positions are:** Fulltime employees in hourly positions working forty hours, unless otherwise noted in the position description. Non-exempt hourly employees are paid on an hourly basis, not a set annual salary.

- **Timekeeping**
  - Position will be reclassified as non-exempt changing the pay basis as per hours worked.
  - All worked hours must be tracked in accordance with the locations' standard (web timesheet, or clock in/out system).
  - Non-exempt employees must add regular hours to timesheet. NO timesheet hours will produce NO PAY. To add hours, go to TIME MANAGEMENT > WEB Timesheet > ADD HOURS. Enter regular hours to timesheet soon as the workday is done.
  - Employees approve timesheets before the supervisor's review and approval. Timesheet approvals by both the employee and the supervisor are needed for audit purposes.
  
- **Overtime eligibility – or Compensatory Time**
  - Employees will be paid for all hours worked, and time and a half (or compensatory time at time and a half) for all hours worked **over 40** in a workweek.
  - All work that extends beyond the usual customary schedule must be approved in advance by the supervisor. **Working unauthorized overtime may result in disciplinary action.**

- **Break times** - Non-exempt employees must receive the following breaks in accordance with the Personnel Policies and U.S. Department of Labor regulations.
  - All non-exempt hourly employees will receive a 15-minute paid break for each four hours of working time. Rest breaks must be taken no later than the end of the third hour of each four-hour work period (Where the nature of the work allows employees to take intermittent rest periods equivalent to fifteen minutes for each 4 hours worked; scheduled rest periods are not required.) Break periods may not be used to extend a lunch period, work overtime, or leave early.
  - If non-exempt hourly employees work more than **five** hours in a day, they are required to take a meal break two to five hours into their shift. The meal break is at least 30 minutes, uninterrupted and unpaid. Hourly employees should receive their meal break away from their work area. If the meal is interrupted by even a brief phone call the meal period is paid time, and the employee is still allowed a 30-minute meal period excluding interruptions.

\*Employees working at least three hours longer than a normal workday shall be allowed a meal period before or during the overtime portion of the shift.