Overtime Rule Changes: Employee Training

Employees Eligible for Overtime as of December 1st, 2016
Agenda

- Overtime eligibility – Fair Labor Standards Act (FLSA)
- Portland State University impact
- Preparing for change
- Payroll and timekeeping system
- Resources (PSU HR website, DOL website, BOLI website)
- Questions
Overtime Eligibility - Fair Labor Standards Act

FLSA establishes:

- Employee protections & rights
- Federal minimum wage
- Overtime
- Child labor restrictions, equal pay standard

Determines eligibility for overtime:

- Job Duties: [Test worksheet]
- Wage (BIG changes this year!)
Changes & PSU Impact

U.S. Department of Labor changes:

- Salary threshold for exemptions increased from $23,660 to $47,476
- Not prorated for part-time employees
- Last changed in 2004, will now increase every 3 years

Review of job descriptions & salary

- 160 PSU employees will change from exempt to “overtime-eligible”, effective 12/1/16
What it means to be “overtime-eligible”

OT for work over 40 hours/week

- Compensatory Time at time & ½ or
- Pay at time & ½

Breaks & lunch are required each day

www.pdx.edu/hr/wage-hour-laws

Employees report time worked/taken each month (online or paper timesheet)

www.pdx.edu/hr/timesheetsleave-reporting
Preparing for changes

Reorganize workloads &/or adjust schedule

Overtime hours
  - Overtime should only be worked with prior authorization of manager

Pay or Compensatory time
  - Employee has option to accrue as comp time
  - Both pay and comp are at time & ½

www.pdx.edu/hr/wage-hour-laws#Comp_Time
Rest & Meal Periods

Required for overtime-eligible employees

- May not skip or combine breaks
- Best practice: Leave work space when on break
- Plan breaks based on scheduled hours
- Rest periods are considered time worked
- Meal periods are unpaid

www.pdx.edu/hr/wage-hour-laws#Rest & Meal Breaks
# Rest & Meal Periods

<table>
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<th>Work Period</th>
<th>10-Minute Paid Break</th>
<th>30-Minute Unpaid Meal Break</th>
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<td>2 hrs or less</td>
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<tr>
<td>2 hrs 1 min – 5 hrs 59 min</td>
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<td>0</td>
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<tr>
<td>6 hrs</td>
<td>1</td>
<td>1</td>
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<tr>
<td>6 hrs 1 min – 10 hrs</td>
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<td>1</td>
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<tr>
<td>10 hrs 1 min – 13 hrs 59 min</td>
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<td>1</td>
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<tr>
<td>14 hrs</td>
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[Source](http://www.pdx.edu/hr/wage-hour-laws#Rest & Meal Breaks)
Other considerations

- Lactation breaks
  [www.pdx.edu/hr/wage-hour-laws#Lactation Breaks](www.pdx.edu/hr/wage-hour-laws#Lactation Breaks)

- Travel Time: Depends on type, location, and time of day
  [www.pdx.edu/hr/wage-hour-laws#TravelTime](www.pdx.edu/hr/wage-hour-laws#TravelTime)

- Working After Hours: Email, phone calls
### Payroll & Timekeeping - Online Leave System

#### October

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<th></th>
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Add **8.00** hours of Comp Time Taken, FLSA
### Payroll & Timekeeping - Paper Time Sheet

<table>
<thead>
<tr>
<th>PSU ID # or SSN</th>
<th>Name (Last, First)</th>
<th>ECIS</th>
<th>Portland State University</th>
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<tbody>
<tr>
<td>«ID»</td>
<td>«LAST_NAME», «FIRST_NAME», «MI»</td>
<td>«ECLS_CODE»</td>
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<td>Pay Period (MM-YYYY)</td>
<td>Department Name</td>
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<td>«ORGN_CODE_DIST»</td>
<td>«POSN»</td>
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<td>«ORGN_TITLE»</td>
<td>Salary Grade</td>
<td>Salary Grade</td>
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| HOURS | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | Res. Pay | Other Pay | Payroll Use | OT Accrue |
| REGULAR TIME WORKED | SAL |
| OTHER REGULAR PAY | SLP | Additional Regular Pay |
| OVERTIME WORKED | OTP | LEF |
| OTHER TIME WORKED* | LTS | Due Date: Monday 08/11/2015 |
| SICK LEAVE TAKEN | LTV |
| VACATION LEAVE TAKEN | LTF |
| FML COMP TIME USED | LW1 |
| FED DUTY & OTHER LEAVE WITHOUT PAY* | LW3 |
| LEAVE TAKEN WITHOUT PAY | |

**REMARKS** - *Required where marked* (Column)
Employee Responsibilities

- Stick to scheduled work hours
- Get overtime approved in advance
- Take breaks & maintain work/life balance
- Record time worked
  - Emails, texts, & phone calls count as work!
  - Pay attention to travel time (see HR site)
- Submit timesheet (online or paper) each month
- Communicate with manager
Manager Responsibility

- Determine work schedules
- Plan for when OT is anticipated
- Encourage breaks and work/life balance
- Ask for clarification on time worked, if needed
- Prioritize work, when needed
Resources

**PSU HR Website**
- The Final Rule: www.pdx.edu/hr/overtime-eligibility
- Wage and Hour Laws: www.pdx.edu/hr/wage-hour-laws
- Timesheet system: www.pdx.edu/hr/timesheetsleave-reporting

**U.S. Department of Labor**
- DOL home page: www.dol.gov

**Bureau of Labor & Industry**
Questions & Discussion

FAQs on HR website: [www.pdx.edu/hr/overtime-eligibility](http://www.pdx.edu/hr/overtime-eligibility)

HR Contacts:

Classification/Compensation: Terrill Bartee 5x8232 or terrill@pdx.edu
Payroll & Time Reporting: Jennifer McLean 5x5090 or mcleanjc@pdx.edu
General Questions: askhrc@pdx.edu or 5x4926