

Reminders for Nonexempt Employees

- ❖ Nonexempt employees are required to:
 - 1) Report hours worked on a timesheet to be approved by your supervisor or manager and submitted to payroll.**
 - 2) Report all leave including compensatory time, earned and taken during each workweek and submit to Kurstin Terry in Human Resources.**
- ❖ Nonexempt employees cannot waive the right to overtime and work without reporting it.
- ❖ Hours worked between 37.5 and 40 are NOT considered overtime hours.
- ❖ Pay is based on 40 hours per week or 2080 hours per year.
- ❖ Annual leave, sick leave, and holidays do NOT count towards actual hours worked.
- ❖ Managers are responsible for reviewing and approving all time worked.
- ❖ Actual hours worked over 40 in a workweek are considered overtime.
- ❖ Overtime is compensated at 1 ½ times the regular rate of pay for each hour worked over 40 and may be compensated in the form of compensatory time at 1 ½ hours for each hour worked over 40, which is the most common practice at Lander.
- ❖ Examples of time worked would be sending and receiving emails, answering work calls, picking up mail, or performing any work before your scheduled starting time, after your scheduled ending time, or during lunch if asked to work.
- ❖ Examples of non-worked time would be eating lunch but not performing any work, or taking rest breaks or meal periods of 20 minutes or longer and not performing work.
- ❖ Supervisor and managers should approve in advance all hours worked in excess of 40 in the work week and obtain approval from the VPBA if overtime payment is requested.
- ❖ Supervisors and managers may adjust an employee's work schedule so overtime hours are not worked. For example, a supervisor/manager may ask a nonexempt employee to leave early on Friday to ensure overtime is not earned and to more effectively manage the departmental budget.
- ❖ Excess compensatory time is paid out to employees once the employee reaches the maximum accrual which is 240 hours. For law enforcement, it is 480 hours.
- ❖ Employees are paid for compensatory time when their employment ends, if they accept an exempt position, if their current position should change to exempt, or if they accrue more than the maximum allowable hours in compensatory time. If the nonexempt employee works a secondary position, all hours worked in the secondary position must be paid at the rate of one and one-half times the employee's regular rate of pay for all hours worked.