

Department of Chemistry policies regarding overtime eligible employees and time tracking.

Employees in Chemistry reside in either exempt, or non-exempt positions. Your status in one of these employment categories is established by the Fair Labor Standards Act (FLSA) and Washington Minimum Wage Act (WMWA) that determine minimum pay standards. An employer may neither waive nor reduce the minimums.

- Exempt Staff – staff in FLSA exempt positions **do not** earn overtime payment or compensatory time off when they work more than 40 hours in a week. These employees **do not** track their hours worked.
- Non-Exempt Staff (Overtime Eligible) - staff in FLSA non-exempt positions **must** receive overtime pay of 1.5 times the employee's regular pay rate for all hours worked over 40 hours in a seven-day work week. These employees **do** track their hours worked in Workday.

Non-exempt employee –

The [Fair Labor Standards Act](#) (FLSA) and the Washington State Minimum Wage Act (WMWA) require that workers receive minimum overtime pay of 1.5 times the employee's regular pay rate for all hours worked over 40 hours in a seven -day workweek that begins Monday, 12:00 a.m. and ends the following Sunday at 11:59 p.m.

What is Overtime?

An overtime eligible employee who works more than 40 hours in the seven-day work week will be paid 1.5 times their calculated hourly rate of pay for each additional hour. Part-time, overtime eligible employees who work more than their regularly scheduled hours – but less than 40 – will be paid their normal hourly rate. (Past 40 hours, the pay increases to 1.5 times that rate, as above).

Managing Overtime

An employee must request in writing *two business days in advance*, and receive approval in writing, *before* an employee works overtime. If an employee works overtime and doesn't have prior written approval, the overtime *must nonetheless be paid*. Not following the department policy on prior written approval is a performance management issue that can lead to termination.

To avoid any complications with managing overtime, supervisors should meet regularly (weekly) with direct reports to discuss workloads and prioritize tasks. If after discussions it is determined that overtime is unavoidable, supervisors will evaluate if overtime is needed (prior approval being granted), or if there is a workload issue or a performance issue.

Supervisors should plan and adapt work schedules in conjunction with employees when considering time requirements for anticipated activities (graduation, reception, oversight of long-running experiment) and modify daily work hours to accomplish activity within forty hours per week.

Non-exempt (overtime eligible) employees will track their time in Workday where it will be reviewed and approved by their supervisor.

An overtime-eligible employee can receive either overtime pay (at a 1.5x rate) or as compensatory time (at a rate of 1.5x rate) where the comp time can be used similarly to requesting time off.