

Talking Points for newly nonexempt employees

- Beginning December 1, 2016, federal law is changing the way that some employees are compensated. Because of this change in the law, you will be entitled to time-and-a-half overtime when you work over 40 hours in a workweek (or per your particular workweek schedule if you have a 8:80, or 128 day workweek schedule) beginning on December 1, 2016.
- You must start tracking your hours worked in self-service. Please talk to your supervisor or to your payroll department if you have questions about the best way to accurately track all of your time worked. Remember that any time spent working, even outside of your normal work hours – including time spent checking and responding to e-mail or responding to work related phone calls, is work that you must record and be compensated for.
- Your manager or supervisor may need to change your schedule or otherwise adjust your workload to manage these new overtime rules.
- Existing accrual rates and rules related to vacation, sick time, etc. remain in place and will not change.
- During the time period that you are nonexempt, record all time that you work accurately each pay period. If a manager or supervisor encourages or pressures you not to record all of your actual time worked, please contact human resources for assistance.
- Even though there is a change in how you are compensated, this does not mean that your job duties are less important or less valuable.
- Once your compensation is increased to a rate of greater than \$913 per week due to a step-increase, performance-based incentive, or other promotional pay increase, you may again be considered an “exempt” employee.