

Salaried-Eligible for Overtime FAQs

- What is the Fair Labor Standards Act (FLSA)?
 - The FLSA is a federal law that establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting most private and public employers. The U.S. Department of Labor's Wage and Hour Division enforces the FLSA.
- If I am reclassified to Salaried-Eligible for Overtime, on January 1, 2025, will I have the same job description?
 - Yes, employees reclassified to Salaried-Eligible for Overtime status will continue to perform their duties as currently assigned. However, these employees will become eligible for overtime payments.
- Do I need approval to work overtime?
 - Yes, you must have prior approval to work overtime.
- If I work beyond 40 hours, how do I report the time?
 - Hours physically worked beyond 40 are submitted in a Webtime Adjustment form.
- My department can't afford to pay me overtime. Can I volunteer my time?
 - No, employees cannot volunteer to perform their regular job duties
- If I choose to eat lunch at my desk and end up answering the telephone a few times, do I need to be paid?
 - Yes, if an employee is allowed to work, whether or not they are eating their lunch, it is paid work time. In order to be considered an unpaid break, the employee needs to leave the work area and/or perform absolutely no work.
- Can the supervisor make an employee leave early on Friday so the employee's total hours of work will not exceed 40 hours?
 - Yes, this is one method to effectively manage work time and the personnel budget. Keep in mind, the workweek is Saturday at 12:00AM to Friday at 11:59PM and must be adjusted within the same workweek.
- Do I record my time if I check email after hours or on weekends?
 - Yes, any time spent working should be recorded, however keep in mind overtime must be approved by your supervisor.
- What is considered "work time" while an employee is traveling?
 - Determining work time while traveling can be difficult. The principles which apply in determining whether time spent in travel is compensable time depends upon the kind of travel involved. Please see the "Employee Travel Time Guidelines" on the website for assistance.
- If I work on Saturday, can I take a day off the next week to avoid working overtime?
 - The workweek is Saturday at 12:00AM to Friday at 11:59PM. If time is worked on Saturday, it may be adjusted within the same workweek to avoid overtime.