

Salaried-Eligible for Overtime Supervisor Reminders

- **Supervisor/Employees will be responsible for tracking hours over 40 worked, as HR will not be able to audit based on timesheets.**
- **Overtime needs your prior approval**

Supervisors CAN	Supervisors CANNOT
<ul style="list-style-type: none"> • Require employees to work more than their regular hours in a workweek. 	<ul style="list-style-type: none"> • Pressure employees to work more than 40 hours by checking their emails outside of office hours without overtime pay.
<ul style="list-style-type: none"> • Prohibit an employee from working more than your regular hours. 	<ul style="list-style-type: none"> • Have employees 'bank' their overtime hours to use as time off in a different work week.
<ul style="list-style-type: none"> • Have employees flex their workweek schedule to avoid overtime payments. 	<ul style="list-style-type: none"> • Allow or encourage employees to volunteer their time.
<ul style="list-style-type: none"> • Require employees to receive approval before working more than their 40 hour work week. 	

To prepare for the change from Exempt to Salaried-Eligible for Overtime, supervisors should review the following with employees:

- Standard hours of work
 - Responding to emails and calls outside of normal work hours or while on lunch breaks is counted as work time.
 - Delta's work week begins at 12:00am on Saturday and ends at midnight on the following Friday.
- Process for reporting absence or late arrival or early dismissal
- Process for receiving approval to work over 40 hours
 - All overtime must be approved in advance by your supervisor, unauthorized overtime can result in discipline.
- Process for reporting approved hours over 40 worked
 - Submitting a Web Time adjustment form
- Lunch schedules
 - Lunch periods must be "duty free" for 30 minutes or must be counted as time worked.