

From: "Sabrina Johnson (sjohnson)" <sjohnson@umw.edu>

Date: May 12, 2015 at 3:06:25 PM EDT

To: "Sabrina Johnson (sjohnson)" <sjohnson@umw.edu>

Subject: **Non-Exempt Employee Work Hours Training**

Dear Supervisors and Non-exempt Employees

The implementation of MyTime has raised many questions about what it means to be or supervise a non-exempt employee at UMW. To begin to address these questions we are offering this 20 minute course, *Overtime Compensation Requirements*, to help you understand the federal FLSA (Fair Standard Labors Act) and state policy requirements for compensating and managing hours of work for non-exempt employees. All Supervisors, including those who supervise student employees, are required to complete this course by June 30. Non-supervisory employees are strongly encouraged to participate. Instructions to access the course in UMW Global are provided are attached and also embedded below.

At different times within the presentation you will be directed to UMW for its specific application of federal law and state policy. Please note the following:

- The UMW standard workweek is 12:01 a.m. Monday through midnight on Sunday.
- UMW currently uses only OT pay to compensate non-exempt employees for hours worked beyond 40 in a work week. The use of OT leave in lieu of OT pay is under review.
- UMW counts hours worked to the nearest quarter of an hour (15 minutes).
- AT UMW overtime pay or straight time compensatory leave is authorized only for exceptional requirements of an emergency or temporary nature. The earning of either to satisfy routine agency or departmental requirements is prohibited. While this policy provides management with the prerogative of determining when and how much overtime pay or compensatory leave can be earned, supervisors are responsible for controlling the work hours of all employees.
- UMW permits paid 15 minutes break twice a day.

The University is required to comply with all laws governing the pay of non-exempt employees for hours worked. Supervisors may contact Paula Wilder pwilder@umw.edu or Sabrina Johnson sjohnson@umw.edu with questions about FLSA requirements. Employees are encouraged to contact Terri Lockhart, Employee Relations, at tlockhar@umw.edu or ext2051, with any concerns about university compliance.

Classified positions in Bands 3 and 4 will be reviewed for exempt/non-exempt FLSA status beginning in August in conjunction with the opening of the Classified Employee Performance Management cycle for 2015-16.

If you still require Supervisor or New User MyTime training, [MyTime training classes](#) are offered Monday, Wednesday and Friday between the hours of 10am to 12pm or Tuesdays and Thursdays between 3 and 5pm. Registration is required, please contact TESS@umw.edu.

[Instructions to access FLSA Course:](#)

Course: MVP HR Policy & Law - Fair Labor Standards Act

Only the Overtime Compensation Requirements module must be completed.

Access: For your convenience, you may access the content online in UMW Global.

Deadline: June 30, 2015

Time Requirement: 20 minutes

Note: The course's home page states that it will take 1.5 hours to complete the course. You are completing only one module and its assessment; this should take you approximately 20 minutes.

Required for: All Supervisors: Required

Non-Exempt Employees: Strongly encouraged

All other Classified, Wage, A/P Faculty: Encouraged

Notifications: The course will appear on your transcript; it will show that it has been Started.