



Department of Astronomy policies regarding overtime eligible employees and time tracking

Employees in Astronomy 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 most 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 – they will be paid their normal hourly rate. Past 40 hours, the pay increases to 1.5 times that rate, as above.

Department of Astronomy Policy on Managing Overtime

Working overtime requires advance written approval from a supervisor. All overtime hours worked must be paid. However, employees who work over 40 hours per week without prior written approval violate policy and may face disciplinary action up to and including termination.

Supervisors and their employees should meet weekly to review workloads and priorities. These discussions may help to determine whether overtime is truly necessary or if there are underlying workload or performance issues to address.

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For predictable events that may require extended hours (such as graduations or observing runs) supervisors will work directly with their employees to adjust daily schedules to complete all work within a standard 40-hour week. For business travel, such as professional conferences, supervisors and employees must discuss and agree on working hours before the trip. If you are required to travel for a work assignment, you will be paid for the time it takes to travel to and from the work assignment. The means of travel must be approved by your direct supervisor. The time spent working or attending required meetings will be paid time. Any free time between meetings and traveling is not compensated. Time for meals or optional social events would not be considered worked time and would not be compensated. Again, supervisors can adjust regular schedules in advance to accommodate conference activities while maintaining a 40-hour work week when possible. In cases where overtime is anticipated, written approval must be obtained before the trip. If there are questions about what constitutes working hours during business travel, please consult Human Resources for guidance.

All overtime-eligible (non-exempt) employees must record their hours in Workday, although if for some reason they are not able to, they are still paid according to their regular salary and hours may be entered at a later date.