



Fair Labor Standards Changes

Overtime Standards at a Glance

- Salary Threshold: Increases the salary threshold from \$23,660 to \$47,476. The threshold value is defined as the *classification minimum* – not the employee's actual salary.
- Effective Date: In preparation for the December 1, 2016 effective date of the new rules, DOHR has identified the affected classifications and will change the status of these classifications from exempt to non-exempt effective **October, 16, 2016**.
- Automatic Updates: The thresholds will be updated every three years. January 2020, the \$47,476 threshold is expected to increase to more than \$51,000.
- Significant change in the number of employees that will now be eligible to receive regular and premium cash overtime.

FLSA Statuses

The FLSA Status is determined by classification and range minimum, and falls into one of three categories:

- **Non-Exempt** – Eligible to receive cash overtime – all employees in classifications with a starting salary less than \$47,476
 - Receives **regular cash overtime (regular hourly rate)** for 37.5 – 40 hours worked
 - Receives **premium cash overtime (1.5 times the hourly wage)** for hours worked in excess of 40 hours
 - **Executive Exempt – Not eligible** for overtime compensation – *has nothing to do with executive or preferred service* – starting salary for classification is higher than \$47,476
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- **Exempt** – Eligible to receive compensatory overtime – *Very few employees with law change*
 - Receives **hour-for-hour compensatory overtime** for hours worked in excess of 37.5

Requirements for Overtime

- A non-exempt employee MUST request overtime in Edison BEFORE working the overtime and it MUST be approved by the manager prior to being worked
- Time that is worked above 37.5 hours and is not requested, approved and recorded in Edison violates state policy
- Written recordings of “overtime” are not acceptable – Exempt employees are not eligible for Overtime and should not keep written time recordings as they are not eligible for hour for hour compensation of time
- Managers allowing non-exempt employees to work overtime outside of Edison are subject to disciplinary action

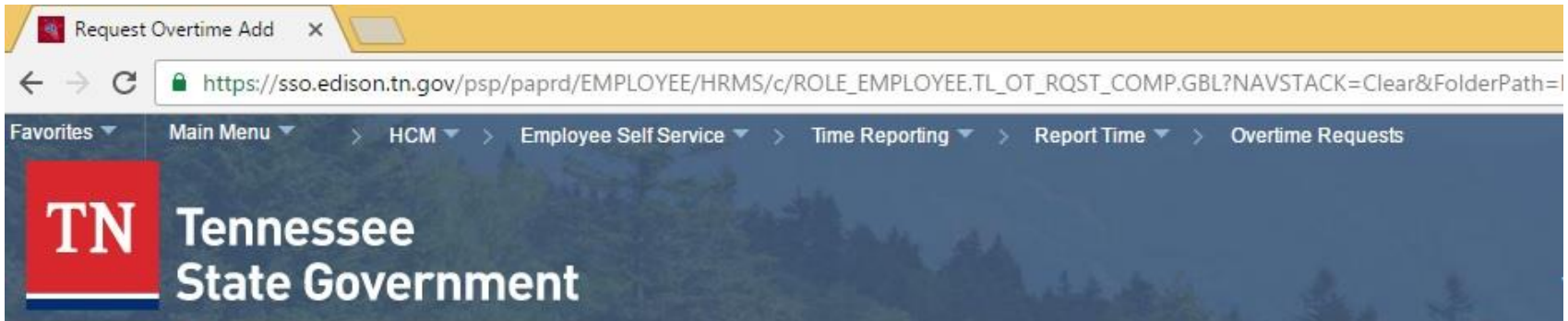
Comp Time Option

- Employees have the option to choose Comp Time in lieu of Cash Overtime
- Neither the Department nor the manager can require an employee to take Comp Time in lieu of Cash Overtime
- Managers need to discuss the fiscal impact of overtime with their business managers or the fiscal office

Comp Time Option

- Employees can sign an election form at the time of hire, or on an annual basis to choose Comp Time in lieu of Cash Overtime
- Election is good until the employee chooses to change it—but cannot change more often than once per year
- If choosing Comp Time, employee must complete the waiver and return it to HR

Requesting Overtime in Edison



Request Overtime

Overtime Request Details

Andrea Wilkerson

Job Title: HR MANAGER 1

Fill in the Overtime Information and select Submit to initiate the request.

Overtime Information

Overtime Date: (example: 10/21/2016)

Overtime Hours:

Comment:

employee file audit

Submit

[Cancel and Return to Overtime Requests](#)

Edison will only allow you to enter overtime requests in 1 hour increments. If you plan to work 2.5 hours overtime, enter the request for 3. You will enter the 2.5 hours on your timesheet.

Be sure to include written justification for the overtime

Entering Overtime in Edison

The screenshot shows the Edison Timesheet application. The user is Andrea Wilkerson, HR Manager 1. The interface includes a navigation menu, a header with the Tennessee State Government logo, and a main content area for entering time. Annotations with red arrows point to specific parts of the interface:

- Mirror scheduled hours with working hours up until 37.5 hours worked**: Points to the 'Total Hours' field in the table, which contains the value 37.5.
- Scheduled hours should not exceed 37.5**: Points to the 'Total Hours' field.
- Enter time as REGS1**: Points to the 'Time Reporting Code' dropdown menu, which is set to 'REGS1 - Shift 1-Reg Hrs Wo'.
- Enter all hours worked on time reporting line**: Points to the 'Reported Time Status' table below the main table.

Reported Time Status Table:

Date	Reported Status	Comments

Main Time Reporting Table:

Sun 10/16	Mon 10/17	Tue 10/18	Wed 10/19	Thu 10/20	Fri 10/21	Sat 10/22	Total Hours	Time Reporting Code	Unit of Measure	Taskgroup	Task Profile ID
	10	10	10	7.5			37.5	AAAA - Scheduled Hours		EDADMIN	ED00000052
	10	10	10	10	10			REGS1 - Shift 1-Reg Hrs Wo		EDADMIN	ED00000052

FLSA Changes

If you have questions, please contact Vickie Hall at Vickie.Hall@tn.gov or visit the 9th floor, green side – middle office.