



Training Objectives



- Basic Overview
- County Policy
- HR Role in Compliance
- Department Role in Compliance
- Frequently Asked Questions
- Top 10 Frequently Asked Questions
- How to Manage Compensable Hours
- Practical Examples
- Communication Plan

BASIC OVERVIEW



Basics

- Minimum Wage \$7.25
- Deductions Can't Go below Minimum Wage
- Work Week - 7 Consecutive Work Days (County v. Dept)
- Regular Rate
- Overtime Rate - 1.0 x or 1.5 x Regular Rate of Pay
- Comp Time
- Flex Time



Overtime

- Who is Exempt - Standard Test
- Executive, Professional, Administrative



Supervisor's and Employee's Responsibilities

- Manage Hours
- Recordkeeping



Hours Worked

- Compensable Hours

BASIC OVERVIEW - CHANGES



Salary Basis Test

- Raises Salary Threshold to Be Classified as Exempt
- \$23,660 Annually, \$455 Wkly, \$11.37 Hrly - PGs 4-10
- Highly Compensated - \$100,000 Salary Exemption



Newly Clarified Duties Test

- Additional Criteria and Factors Used in Testing



More Stringent Standards To Be Exempt

- Selected FLSA Job Families Defined
- Case by Case Basis



Standard Test

- Replaces “Long” and “Short” Tests



Court Cases

- Federal Statutes



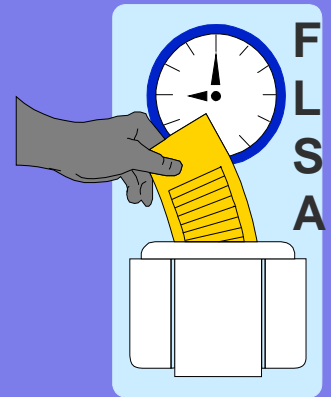
Travis County Compliance Audit

- FLSA Status of Selected Jobs Changed



How to Manage Compensable Hours

- Determining if service level is required
- Supervisory pre-approval of all work hours time
- Changing defined work week schedules
- Supervisor's being aware of work volume and employee productivity
- Supervisor's knowledge of related budget issues
- Adjusting hours worked at non-peak times
- Establish a lower maximum comp time balance
- Flex time during the defined work week
- Assigning work to exempt staff



EXAMPLES OF DETERMINING AN EMPLOYEE'S PAID TIME DURING A WORKWEEK

S	M	T	W	T	F	S	TOTAL
	8	8	8	8	12		44

Employee scheduled for 40 hours of work.
Employee actually works 44 hours during the week.

Straight time:	40 hours
Premium overtime or compensatory time:	4 hours
Premium overtime pay or comp time:	6 hours [4 x 1.5]

EXAMPLES OF DETERMINING AN EMPLOYEE'S PAID TIME DURING A WORKWEEK

S	M	T	W	T	F	S	TOTAL
	8	8	8	12	8V		44

Employee works 36 hours and takes 8 hours of vacation time.

Straight time: 32 hours

Vacation: 8 hours

Straight time overtime pay or compensatory time: 4 hours

EXAMPLES OF DETERMINING AN EMPLOYEE'S PAID TIME DURING A WORKWEEK

S	M	T	W	T	F	S	TOTAL
	8H	8	9	9	9		43

Employee works 35 hours and earns 8 hours of holiday time.

Straight time: 32 hours

Holiday: 8 hours

Straight time overtime pay or compensatory time: 3 hours

EXAMPLES OF DETERMINING AN EMPLOYEE'S PAID TIME DURING A WORKWEEK

S	M	T	W	T	F	S	TOTAL
	8	8	8	8V	8H		40

Employee works 24 hours, includes 8 holiday and 8 vacation pay hours.

Straight time:	24 hours
Vacation:	8 hours
Holiday:	8 hours
Premium overtime pay or compensatory time:	0 hours



QUESTIONS / ANSWERS

