

TIPS TO MINIMIZE THE IMPACT

- Review the overtime expenditures in your department for the current fiscal year to determine how much is being spent and for which positions.
- Review job descriptions and tasks for positions. Some positions that are exempt may become non-exempt. Consider consolidating exempt-level duties into fewer positions to strengthen key positions in your organization.
- If budget allows and if duties support that a position may be exempt (i.e. appropriately meets the DOL exemption criteria), consider raising the salaries of employees to meet the \$913/week (\$47,476/year) threshold to keep them in exempt status. Keep in mind that consideration must also be given to salary equity, compression, and subordinate/supervisor salary levels.
- Ensure that employees are accruing compensatory time in the leave system rather than being automatically paid out for overtime hours.
- Consider hiring additional temporary or permanent employees to minimize overtime of current employees who consistently work more than 40 hours per week (if economically feasible). This may also prevent burnout and improve productivity and safety.
- Ensure that budget planning in grant proposals accounts for the additional costs of future overtime for employees.
- Use different work schedules and shifts to meet work demands. For example, change an 8 – 5 schedule to noon to 8:00 pm if regular responsibilities occur after normal business hours.
- Cross-train employees to reduce the dependency on employees who are required to work overtime due to their expertise in specific areas.
- Reduce FTE for positions where 40 hours are not regularly required to meet business needs.
- Use flexible scheduling to accommodate occasional hours outside of the typical scheduled workweek; for example, flex an employee's schedule to meet weekly work demands, such as 8 – 5 M, 1 – 9 Tuesday, 8 – 5 WTHF.
- Plan for cyclical and seasonal activity. If an employee works excessive hours in the summer but is not as busy in the winter, the employee can accumulate compensatory time in the summer and then take it off in the winter.