OVERTIME OVERHAUL
the final rules are FINALLY HERE

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## FLSA - WAGE \& HOUR LAW

The Fair Labor Standards Act (FLSA) requires that most employees be paid:

- at least the federal minimum wage for all hours worked and
- overtime pay (at time and one-half the regular rate of pay) for all hours worked over 40 hours in a workweek.

The FLSA is an employee protection act and employees are generally presumed entitled to overtime. Strict recordkeeping requirements.

The FLSA, however, provides an exemption from both minimum wage and overtime pay for certain "white collar" workers.

## "WHITE COLLAR" EXEMPTIONS

Categories of "white collar" employees that may be exempt from both minimum wage and overtime requirements of the FLSA:

- Executive
- Administrative
- Professional
- Outside Salespersons
- Highly Skilled Computer Employees
- Highly Compensated Employees


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- Highly Compensated Employees - (HCE)


## FLSA - WAGE \& HOUR LAW

Non-exempt employees = eligible for overtime Exempt employees $=$ ineligible for overtime SO WHICH EMPLOYEES ARE "EXEMPT"?

- for EAP and HCE employees whether they are exempt or non-exempt depends on:
- how they are paid
- how much they are paid
- what kind of work do they do


## REQUIREMENTS FOR EXEMPTION

Remember, exemption depends on three things:

1. How employees are paid
2. How much they are paid
3. What kind of work do they do

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- employee must be paid a pre-determined and fixed salary that is not subject to reduction because of variations in the quality or quantity of work performed
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2. How much they are paid $\longrightarrow$ SALARY LEVEL

- currently this is $\$ 455 /$ week or $\$ 23,660$ per year


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2. How much they are paid $\longrightarrow$ SALARY LEVEL

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3. What kind of work do they do $\longrightarrow$ JOB DUTIES TEST

- each category of exemption - Executive, Administrative \& Professional - has different required job duties as set forth in the regulations (ex. regularly supervises 2 or more full-time employees)


## REQUIREMENTS FOR EXEMPTION

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2. F paying salary alone is not enough
3. Wh salaried employee is not employee. - e. "exempt - Executive, Administrative \& Pi ... . rave different required white collar job duties as set forn in the regulations (ex. regularly supervises 2 or more fulltime employees)


## THE NEW OT RULE

Announced May 18, 2016
Published in the Federal Register May 23, 2016 (TODAY) www.federalregister.gov Effective December 1, 2016


## THE NEW OT RULE

For EAP (Executive, Administrative and Professional) exemptions and HCE (Highly Compensated Employees)

## ADDITIONAL 4.2 MILLION WORKERS ACROSS THE COUNTRY WILL BE NON-EXEMPT



Source: https://www.dol.gov/featured/overtime

## THE FINAL RULE

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## THE FINAL RULE - SALARY THRESHOLD

Currently: \$455/wk \$23,660

Proposed: \$970/wk \$50,440

FINAL RULE: \$913/wk \$47,476

## THE FINAL RULE - SALARY THRESHOLD

- $40^{\text {th }}$ percentile of weekly earnings of FT salaried workers in the lowest wage Census Region - the South

| REGION | 40 $^{\text {th }}$ Percentile (4 <br> 201 <br> Qtr |
| :---: | :---: |
| South | $\$ 913$ |
| Midwest | $\$ 994$ |
| Northeast | $\$ 1,036$ |
| West | $\$ 1,050$ |

FINAL RULE: \$913/wk \$47,476

## THE FINAL RULE - HIGHLY COMPENSATED EMPLOYEES

## Currently: $\$ 100,000$

## Proposed: $90^{\text {th }}$ <br> percentile of FT <br> workers <br> nationally

FINAL RULE:
\$134,004

## AUTOMATIC UPDATE

## The salary threshold will automatically

 update every three years beginning January 1, 2020- will update to $40^{\text {th }}$ percentile of weekly earnings for FT salaried workers in lowest wage region
- will update HCE to maintain equivalent of $90^{\text {th }}$ percentile of earnings of all FT salaried workers nationwide
- based on Bureau of Labor Statistics
- estimates - \$51,168 and HCE \$147,524 in 2020


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BLS began tabulating these research series in response to a request by the Office of the Chief Economist of the Department of Labor.

Tables
Quarterly

- First quarter 2016
- Fourth quarter 2015
- Third quarter 2015
- Second quarter 2015
- First quarter 2015
- Fourth quarter 2014
- Annual
- Annual average 2015
- Annual average 2014
- Annual average 2013

Last Modified Date: April 19, 2016

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| TOOLS |  |  |  |  |
| :--- | :--- | :--- | :--- | :--- |
| Areas at a Glance | CALCULATORS <br> Inflation | HELP <br> Help \& Tutorials | INFO <br> What's New | RESOURCES <br> Inspector General (OIG) |



Footnotes:
(1) The Northeast region includes Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont.
(2) The Midwest region includes Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin.
(3) The South region includes Alabama, Arkansas, Delaware, District of Columbia, Florida, Georgia, Kentucky, Lovisiana, Maryland, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, and West Virginia,
(4) The West region includes Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington,

## BONUSES AND INCENTIVE PAY

- up to $\mathbf{1 0 \%}$ of the salary threshold can be met by non-discretionary bonuses, incentives and commission
- must be paid at least quarterly
- non-discretionary - "forms of compensation promised to employees to induce them to work more efficiently or stay with the company"
- tied to productivity, profitability and/or specified performance metrics


## BONUSES AND INCENTIVE PAY CATCH UP

- Employers can make a catch up payment at the end of the quarter
- one pay period to make up for the shortfall



## BONUSES AND INCENTIVE PAY CATCH UP

## What Does this Mean?

- Employers must pay employee at least $90 \%$ of the salary threshold ( $\$ 821.70 /$ week which is $90 \%$ of \$913)
- The remaining $\$ 91.30 /$ week can be paid in commissions, non-discretionary bonuses or incentives
- If at the end of the quarter, employee didn't earn $\$ 91.30 /$ week in bonus/commission . . . one additional pay period to pay a lump sum to raise the employees earnings for the quarter to the salary threshold


## HIGHLY COMPENSATED EMPLOYEES

- Under new regulation must earn \$134,004 in total annual compensation
- and customarily and regularly perform any one or more of the exempt duties or responsibilities of an EAP employee.
- DOL declined to eliminate job duties test for HCE


## HIGHLY COMPENSATED EMPLOYEES

HCE must receive at least $\$ 913$ per week on a salary or fee basis, while the remainder of the total $\$ 134,004$ of annual compensation may include:

- commissions, nondiscretionary bonuses, and other nondiscretionary compensation
- does not include board, lodging, payments for medical insurance, life insurance, retirement plans, or other fringe benefits
" a final "catch-up" payment


## "WHITE COLLAR" EXEMPTIONS

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## OUTSIDE SALES

- The employee must be customarily and regularly engaged in sales away from the employer's place or places of business.
- The salary threshold requirements do not apply to the outside sales exemption.


## HIGHLY SKILLED COMPUTER

- The employee must be compensated either on a salary or fee basis at a rate not less than $\$ 913$ per week OR, if compensated on an hourly basis, at a rate not less than $\$ 27.63$ an hour
- special hourly rate did not change
- and meet the job duties for highly skilled computer employee exemption



## COMPLIANCE PERIOD

## Compliance period is from now until December 1, 2016

## DON'T WAIT UNTIL IT'S TOO LATE!

## FIRST STEPS

1. Identify employees who will need to be reclassified - i.e. currently exempt but paid less than \$47,476.00 annually
2. Determine hours the employee works

- Suffered or Permitted (even if not requested)
- Waiting Time
- On-Call Time
- Meal and Rest Periods
- Training Time
- Travel Time
- "Hidden" OT



## FIRST STEPS

3. Model potential costs based on possible response

- e.g. raise pay to new threshold level, reclassify as nonexempt and pay overtime, or lower pay to offset overtime requirement)

4. Review job descriptions and tasks of impacted positions

- determine if certain exempt tasks may be reassigned or maintained with the current position

5. Consider how pay changes or other changes in job assignments may impact your organization
6. Develop administrative implementation plans including payroll and HRIS systems, in order to ensure compliance when the regulations become official

# KEY ISSUE: MIXED CLASSIFICATION POSITIONS 

- There may be a positions that contains both exempt and non-exempt employees based solely on their salary
- same duties and responsibilities but salaries create different classifications
- requirements of timekeeping and possible resistance
- monitoring "off the clock" work - including remote work
- if employee is manager, who will do the monitoring?
- partial-day deductions
- benefit differentiation (exempt v. non-exempt)
- morale issues


## KEY ISSUE: TIMEKEEPING

- It is the employer's obligation that non-exempt employees record their time accurately
- "as long as they are complete and accurate, employers may use any method they chose for tracking and recording hours"
- if time records are inaccurate (e.g. repeating 8s), the DOL will ask the employee how many hours they worked and presume that is correct even if the employee exaggerates their hours
- what is going to be your time keeping mechanism for newly classified employees?
- who is going to monitor those time records?
- recommend monitoring newly classified employees' records regularly at first
- require verification


## CALCULATING OT: REGULAR RATE

- Overtime is calculated at one and a half times regular rate - "all remuneration for employment paid to, or on behalf of the employee"
- Regular rate Is determined by dividing total earnings in the workweek by the total number of hours worked in the workweek
- May not be less than the applicable minimum wage


## CALCULATING OT: REGULAR RATE

- Included in regular rate:
- wages or salary
- non-cash wages in form of goods, boarding \& lodging
- pay differentials and premium pay for hazardous work
- non-discretionary bonuses
- commissions
- other incentive payments based on hours worked, production or efficiency


## CALCULATING OT: REGULAR RATE

- NOT Included in regular rate:
- Sums paid as gifts
- Payments for time not worked (paid leave)
- Reimbursement for expenses
- Discretionary bonuses
- Profit sharing plans
- Retirement and insurance plans
- Overtime premium payments
- Stock options


## CALCULATING OT: REGULAR RATE

Step 1: Total Straight Time Earnings (Minus Statutory Exclusions) Divided By Total Hours Worked = Regular Rate

Step 2: Regular Rate x $.5=$ Half Time Premium
Step 3: Half Time Premium x Overtime Hours = Total Overtime Premium Due

## EXAMPLE: HOURLY RATE + PRODUCTION BONUS

Total Hours $=48$
Hourly Rate = \$9.00
Bonus = \$10
48 hours x $\$ 9.00=\$ 432.00$
Bonus + \$10.00
Total $=\$ 442.00$
\$442.00/48 hrs = \$9.21 (Regular Rate)
$\$ 9.21 \times 0.5=\$ 4.61$
$\$ 4.61 \times 8$ hrs $=\$ 36.88$ (Overtime Due)
TOTAL COMP FOR WEEK: \$422.00 + \$36.88 = \$458.88

## EXAMPLE: DIFFERENT HOURLY RATES

Total Hours $=47$
Janitor Rate = \$8.50, Janitor Hours 21 hours
Cook Rate $=\$ 9.00$, Cook Hours 26 hours

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21 \text { hours } \times \$ 8.50 & =\$ 178.50 \\
26 \text { hours } \times \$ 9.00 & =\$ 234.00 \\
\text { Total } & =\$ 412.50
\end{aligned}
$$

$\$ 412.50 / 47$ hours $=\$ 8.78$ (Regular Rate)
$\$ 8.78 \times 0.5=\$ 4.39$
$\$ 4.39 \times 7$ hours = \$30.73 (Overtime Due)
TOTAL COMP FOR WEEK: $\$ 412.50$ + \$30.73 = \$443.23

## EXAMPLE: PIECE RATES

Piece Rate Earnings $=\$ 391.0046$ hours
Waiting Time Rate $=\$ 7.254$ hours
Production Bonus $=\$ 12.50$

> 46 hours $=\$ 391.00$
> 4 hours $\times \$ 7.25=\$ 29.00$
> Production Bonus $=\$ 12.50$
> Total $=\$ 432.50$
$\$ 432.50 / 50$ hours $=\$ 8.65$ (Regular Rate)
$\$ 8.65 \times 0.5=\$ 4.33$
$\$ 4.33 \times 10$ hours $=\$ 43.30$ (Overtime Due)
TOTAL COMP FOR WEEK: $\$ 432.50$ + $\$ 43.30=\$ 475.80$

## EXAMPLE: WEEKLY COMMISSION

Hourly rate = \$10
Hours worked - 50
Weekly Commission = \$100

> 50 hours $\times \$ 10=\$ 500.00$ Commission $=\$ 100.00$
> Total $=\$ 600.00$
$\$ 600.00$ / 50 hours = \$12.00 (Regular Rate)
$\$ 12.00 \times 0.5=\$ 6.00$
$\$ 6.00 \times 10$ hours $=\$ 60.00$ (Overtime Due)
TOTAL COMP FOR WEEK: $\$ 600.00$ + $\$ 60.00=\$ 660.00$

## RECLASSIFICATION OPTIONS

- Raise salary to $\mathbf{\$ 4 7 , 4 7 6}$
- evaluate which employees are close to the new threshold
- if the employee works enough overtime, may be more cost efficient to raise their salary
- Convert to hourly and pay or limit OT
- Adjust schedules, spread work hours, or reorganize workloads


## RECLASSIFICATION OPTIONS

- Pay current salary
- If employee earns under \$47,476 but does not work overtime, no impact on pay
- e.g. employee earns \$42,000 but works a strict 9-5 schedule, can continue to pay the fixed salary (just have to document hours worked)
- Pay overtime above a salary
- can continue to pay a salary for fixed hours, which can be more than 40 hours per week
- only required to pay half time for hours already included in salary


## EXAMPLE: SALARY FOR MORE THAN 40 HOURS (SALARY DOES NOT COVER OT)

Employee earns \$44,220/yr (\$850/week) for a 50 hour work week

Regular Rate is $\$ 17$ (\$850/50)
OT Premium is $\$ 8.50 /$ hour
Salary for 50 hours: $\$ 850.00$
10 hours x 8.50: \$85.00
TOTAL COMPENSATION FOR WEEK $\$ 935.00$

# EXAMPLE: SALARY FOR MORE THAN 40 HOURS (SALARY DOES NOT COVER OT) 

Employee earns \$44,220/yr (\$850/week) for a 50 hour work week

Employee only works 46 hours
Regular Rate is $\$ 18.48$ ( $\$ 850 / 46$ )
OT Premium is $\$ 9.24 /$ hour

Salary for 50 hours: $\$ 850.00$ 6 hours x 9.24: \$55.44
TOTAL COMPENSATION FOR WEEK \$905.44

## EXAMPLE: SALARY FOR MORE THAN 40 HOURS (SALARY DOES NOT COVER OT)

Employee earns \$44,220/yr (\$850/week) for a 50 hour work week

Employee works 55 hours
Regular Rate is $\$ 15.45$ ( $\$ 850 / 55$ )
OT Premium is $\$ 7.73 /$ hour
Salary for 50 hours: $\$ 850.00$ 10 hours x \$7.73: \$77.30
5 hours $\times \$ 23.18$ (time and a half regular rate): $\$ 115.90$ TOTAL COMPENSATION FOR WEEK \$1,043.20

## EXAMPLE: SALARY FOR MORE THAN 40 HOURS (COVERS OT)

Employee earns \$39,520/yr (\$760/week) for a 45 hour work week - includes straight and OT

Straight time $\$ 16$ regular rate $\times 40$ hours: $\$ 640$ OT for hours 41-45 \$24 x 5 hours: $\$ 120$

Total \$760

BUT if employee's schedules changes in any way for any week, salary needs to be adjusted to reflect hours actually work for the week

## EXAMPLE: FIXED SALARY FOR FLUCTUATING HOURS

Fixed Salary $\$ 420.00$ (for all hours worked)
Week 1 Hours Worked 49
Regular Rate \$8.57 (\$420 / 49 hours)
Additional Half-Time Rate \$4.29

Salary Equals = \$420.00 9 hours x $\$ 4.29=\$ 38.61$ (Overtime Due)<br>Total Due $=\$ 458.61$

## EXAMPLE: FIXED SALARY FOR FLUCTUATING HOURS

Fixed Salary \$420.00 (for all hours worked)
Week 2 Hours Worked 41
Regular Rate \$10.24 (\$420 / 41 hours)
Additional Half-Time Rate $\$ 5.12$
Salary Equals = \$420.00
1 hour x $\$ 5.12=\$ 5.12$ (Overtime Due)
Total Due = \$425.12

## NOW IS THE TIME TO CLEAN HOUSE!

Audit all of your exemptions and make any necessary changes.

- especially where you have a mixed classification position
- also take a look at independent contractor relationships, timekeeping methods, off-the-clock work


## IMPORTANT CONSIDERATIONS

- Issues with morale and perception:
- Employees will often see reclassification as a "demotion"
- many employees prefer being overtime-exempt. It means they don't have to track their hours-and have more flexibility over when and where they work.
- may resist keeping time records or accumulate "hidden" overtime.
- Plan for how this re-classification will be communicated to affected employees.


## IMPORTANT CONSIDERATIONS

- Training newly classified non-exempt employees (and their supervisors) on:
- Timekeeping records and procedures
- Complying with meal/rest break requirements
- Restrictions on working outside normal work hours, travel time, and other compensable time issues
- Deductions for partial-day absences
- Do policies need to be updated or re-written?
- are you going to limit the non-exempt duties "off-duty" work? do you need policy changes? (e.g. email curfew)


## DOL WILL BE KNOCKING!

- DOL's FY2017 budget proposes spending \$277 million on Wage and Hour Division enforcement
- \$50 million more than 2016
- DOL recovered more than $\$ 246$ million in back wages in 2015 alone for more than 240,000 workers.
- In 2015, the Division found violations in $79 \%$ of its investigations.


## CONGRESSIONAL REVIEW ACT

- During the 60-day period, any member of Congress can introduce a "resolution of disapproval" which has the effect of nullifying the rule
- It must be offered as a joint resolution, subject to a potential presidential veto, passed by a simple majority in both houses
- If vetoed, a two-thirds vote in both houses is needed to override the veto . . . NOT LIKELY


## CHALLENGES TO THE REGULATION

Protecting Workplace Advancement and Opportunity Act (S. 2707 and H.R. 4773) would:

- Nullify the proposed rule.
- Require the DOL to first conduct a comprehensive economic analysis on the impact.
- Prohibit automatic increases
- Introduced 3 days after rule went to OMB (March 17)
- www.govtrack.us predicts there is a $7 \%$ chance of the bill passing


## STAY TUNED

BAKER DONELSON will keep you updated with alerts and follow-up webinars. Make sure you are on our mailing list!

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