

OVERTIME OVERHAUL

THE FINAL RULES ARE FINALLY HERE

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EXPAND YOUR EXPECTATIONS"



OVERTIME – THE FUNDAMENTALS

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

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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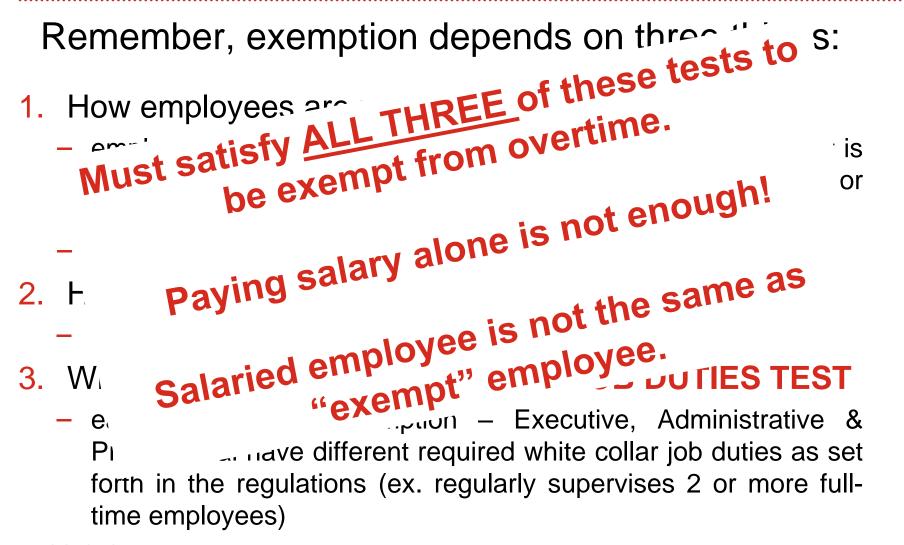
- 1. How employees are paid > SALARY BASIS
 - employee must be paid a pre-determined and fixed salary that is not subject to reduction because of variations in the quality or quantity of work performed
 - no partial day deductions

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

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- 3. What *kind of work* do they do **> 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)





THE NEW OT RULE

Announced May 18, 2016 Published in the Federal Register May 23, 2016 (TODAY) <u>www.federalregister.gov</u> 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

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THE FINAL RULE – SALARY THRESHOLD



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 40th percentile of weekly earnings of FT salaried workers in the lowest wage Census Region – the South

REGION	40 th Percentile (4 th Qtr 2015)
South	\$913
Midwest	\$994
Northeast	\$1,036
West	\$1,050

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

THE FINAL RULE – HIGHLY COMPENSATED EMPLOYEES



Proposed: 90th percentile of FT workers nationally

FINAL RULE: \$134,004

AUTOMATIC UPDATE

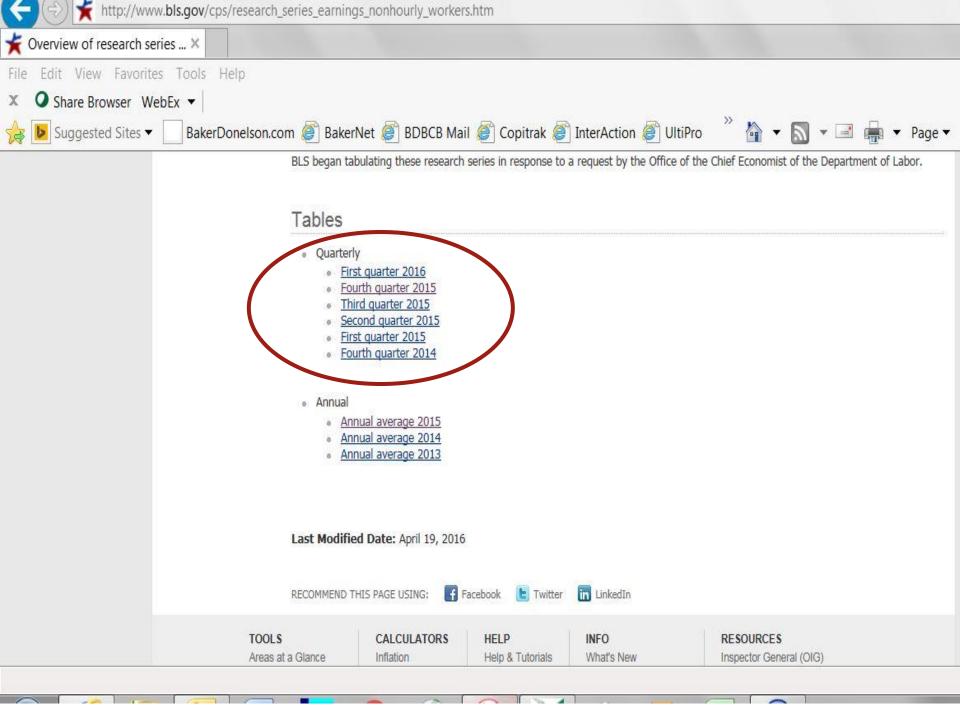
The salary threshold will **automatically update every three years** beginning January 1, 2020

- will update to 40th percentile of weekly earnings for FT salaried workers in lowest wage region
 - will update HCE to maintain equivalent of 90th percentile of earnings of all FT salaried workers nationwide
 - based on Bureau of Labor Statistics
 - estimates \$51,168 and HCE \$147,524 in 2020



www.bls.gov/cps/research_series_earnings_nonhourly_workers.htm

CPS FAQS		These research series were obtained from the Current Population Survey (CPS), which provides information on the labor force,
CONTACT CPS		employment, and unemployment. The survey is conducted monthly for the U.S. Bureau of Labor Statistics (BLS) by the U.S. Census
SEARCH CPS	Go	Bureau using a scientifically selected national sample of about 60,000 eligible households that represents all 50 states and the District of Columbia. The survey also provides data on earnings, which are based on one-fourth of the CPS monthly sample. All self-employed workers, both incorporated and unincorporated, are excluded from the earnings estimates, as are all unpaid family workers.
CPS TOPICS		
CPS TOPICS A TO Z	- 6	These data represent usual weekly earnings before taxes and other deductions and include any overtime pay, commissions, or tips
DEMOGRAPHICS	Þ	usually received (at the main job in the case of multiple jobholders). In the CP5, respondents are asked to identify the easiest way for
EMPLOYMENT	Þ	them to report earnings (hourly, weekly, biweekly, twice monthly, monthly, annually, or other) and how much they usually earn in the
UNEMPLOYMENT	Þ	reported time period. Earnings reported on a basis other than weekly are converted to a weekly equivalent. For workers who do not report their earnings on an hourly basis, a follow-up question asks if they are paid at an hourly rate on their job. The principal definitions
EARNINGS	Þ	used in these research series are described briefly below.
HOURS OF WORK	. k	Ν
TECHNICAL DOCUMENTATION	Þ	Nonhourly full-time workers. This concept, which is unique to these research series, refers to employed people age 16 and older who usually work 35 hours or more per week at their sole or principal job and who are not paid by the hour.
RELATED LINKS		Earnings deciles. These research series are presented in deciles. The deciles divide nonhourly full-time workers into 10 groups of
INFORMATION FOR O PARTICIPANTS	PS	approximately equal size. The first decile dollar value represents the upper earnings limit of the lowest earning 10 percent of workers, the second decile the lowest earning 30 percent of workers, and so forth. For
STATE AND LOCAL LA	BOR	example, about 10 percent of workers earn less than the upper limit of the first decile, while about 90 percent of workers earn more than



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RM PAYROLL

Deciles of usual weekly earnings of nonhourly full-time workers by selected characteristics, 4th quarter 2015
 averages

	Number of			Upper limit of:							
Selected	workers (in	First decile	Second decile	Third decile	Fourth decile	Fifth decile (median)	Sixth decile	Seventh decile	Eighth decile	Ninth decile	
Total, both se	xes 51,640	\$509	\$692	\$838	\$972	\$1,146	\$1,359	\$1,591	\$1,910	\$2,57	
Men	29,218	563	746	907	1,082	1,272	1,508	1,823	2,124	2,905	
Women	22,422	477	634	760	889	1,012	1,161	1,391	1,654	2,11	
White, both s	exes 41,336	518	710	847	985	1,154	1,376	1,630	1,923	2,62	
Men	23,804	576	753	918	1,100	1,308	1,533	1,860	2,216	2,91	
Women	17,532	485	644	768	892	1,021	1,166	1,402	1,665	2,17	
 Black or Afric American, bot sexes 		437	577	660	793	931	1,088	1,261	1,468	1,87	
Men	2,369	486	597	699	824	959	1,161	1,343	1,534	1,90	
Women	2,620	408	517	642	755	910	1,028	1,176	1,428	1,83	
Asian, both se	exes 4,103	596	804	970	1,142	1,356	1,568	1,868	2,248	2,88	
Men	2,376	641	906	1,092	1,249	1,483	1,770	1,919	2,316	3,13	
Women	1,727	513	711	888	1,000	1,156	1,420	1,615	1,900	2,41	
Hispanic or La both sexes	itino, 5,842	402	545	668	772	914	1,048	1,226	1,473	1,99	
Men	3,598	399	555	678	781	942	1,084	1,303	1,608	2,10	
Women	2,245	404	527	648	762	873	1,005	1,147	1,356	1,74	
Region	1	10.	×							/	
Northeast (1)	10,436	524	725	880	1,036	1,207	1,445	1,673	1,976	2,87	
Midwest th	10,406	572	734	867	994	1,154	1,360	1,564	1,902	2,46	
South (3)	19,716	479	633	768	913	1,054	1,242	1,508	1,866	2,41	
West (4)	11,082	560	731	887	1,050	1,229	1,453	1,752	2,062	2,80	

(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, Louisiana, 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 10% 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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- Executive
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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

IMPACT AND TIPS FOR RECLASSIFICATION

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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 <u>solely on their</u> <u>salary</u>
 - 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

- 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

- 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

- 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

- 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 = 432.00Bonus + 10.00Total = 442.00

\$442.00/48 hrs = \$9.21 (Regular Rate) \$9.21 x 0.5 = \$4.61 \$4.61 x 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

> 21 hours x \$8.50 = \$178.5026 hours x $\$9.00 = \frac{\$234.00}{Total} = \$412.50$

\$412.50 / 47 hours = \$8.78 (Regular Rate) \$8.78 x 0.5 = \$4.39 \$4.39 x 7 hours = \$30.73 (Overtime Due)

TOTAL COMP FOR WEEK: \$412.50 + \$30.73 = \$443.23

EXAMPLE: PIECE RATES

Piece Rate Earnings = \$391.00 46 hours Waiting Time Rate = \$7.25 4 hours Production Bonus = \$12.50

> 46 hours = \$391.004 hours x \$7.25 = \$29.00Production Bonus = \$12.50Total = \$432.50

\$432.50 / 50 hours = \$8.65 (Regular Rate) \$8.65 x 0.5 = \$4.33 \$4.33 x 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 x 10 = 500.00Commission = 100.00Total = 600.00

\$600.00 / 50 hours = \$12.00 (Regular Rate) \$12.00 x 0.5 = \$6.00 \$6.00 x 10 hours = \$60.00 (Overtime Due)

TOTAL COMP FOR WEEK: \$600.00 + \$60.00 = \$660.00

RECLASSIFICATION OPTIONS

- Raise salary to \$47,476
 - 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 x \$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 x 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) 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)
 - <u>www.govtrack.us</u> 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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