



FLSA Survival Guide Wrap-up for Supervisors

Next Steps:

- Have a conversation with your impacted employee(s).
 - What “extras” do they do? (Senate, Committee Work, Working Out, Groups, etc)
 - Which extras are a priority for them?
 - What needs to change? (texts/emails/calls after hour, working during lunch, etc)
 - What are your expectations for communication? What are theirs?
 - How can you best partner for success during this transition?
- Consider mocking up a week or two, before go-live, to see how this would work.
 - This can provide a good snapshot of what a typical week really looks like.
 - May highlight areas that need process improvement.
 - Cannot actually provide compensatory time or OT during this period.

Relevant Policies:

1. Overtime Policy (Recently Updated)
2. Lunch Break Policy
3. Workweek
4. Work Breaks

What is Compensable Time:

- Working Hours including time spent outside of the workplace (calls, texts, emails)
- Working lunches or working during lunch
- On-Call on the employer’s premises
- Travel time (outside of regular home to work travel)
- Approved professional development : committee work, senate, lectures, campus groups
- All overtime completed, whether approved or not

How to Manage Comp Time:

- Remember that compensatory time is not intended to be saved or accumulated.
- Encourage or require employees to utilize their comp time.
- Think ahead! Reduce comp time liability prior to busy seasons requiring extra work.
- Engage in regular dialogue with your employee to understand their needs and workload.
- Encourage ideas from your team that will increase efficiency and maintain effectiveness.
- Approve timecards accurately and timely to ensure correct accounting.
- Address any overtime performed without prior approval.

Employee Relations is here to help!

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