

Department of Labor Wage & Hour Requirements

Human Resources and Development is sharing the information listed below with all DHHS employees. This is notice of the legal requirements from the Department of Labor Wage & Hour Division concerning the recording or reporting of time worked by overtime eligible employees (referred to as non-exempt employees). DHHS expects all employees to comply with the requirements of Wage & Hour law outlined below.

- All overtime eligible employees must report their work hours exactly as they occurred. DHHS employees should report their work time using the prescribed method of time reporting for their particular division or section.
- All overtime eligible employees need supervisory permission prior to working overtime unless there is an emergency or special circumstance.
- Overtime eligible employees are not allowed to “volunteer” to perform extra work without compensation. All work time must be reported and compensated even if it was not approved in advance.
- Most DHHS employees are granted a 30-minute or 1-hour unpaid meal break during each work shift. Overtime eligible employees are not allowed to perform work during this unpaid meal break without prior supervisory approval. If work is performed, the meal break is considered work time and must be reported and compensated as such.
- Overtime eligible employees who are on-call or who receive work phone calls during their off hours are responsible for tracking time spent on these calls. Time spent must be reported and compensated even if it was not approved in advance.
- Time spent preparing to begin or end work, such as turning on equipment or donning gear, is considered work time for overtime eligible employees and must be reported and compensated.

Any questions or concerns about the application of Wage & Hour requirements should be directed to Human Resources & Development.