

WAGE AND HOUR INFORMATION

Exempt employees are paid a salary that covers all work and do not receive additional compensation for hours worked beyond their normal workweek.

Non-exempt employees: Overtime/Double-time regulations

You must provide **time-and-one-half** the employee's regular rate of pay for:

- All hours worked beyond eight in a single workday; and
- Any hours worked over 40 hours in a single workweek
- The first eight hours worked on the seventh consecutive day worked in a single workweek.

You must pay **double** the employee's regular rate of pay for:

- All hours worked beyond 12 in a single workday; and
- The hours worked beyond eight on the seventh consecutive day worked in a single workweek

If an employee works a six-day workweek, but has not worked more than 40 hours in that workweek, no overtime is owed unless the employee works more than eight hours on the sixth day.

Please note that CTO hours count towards hours worked in a pay period for purpose of determining overtime hours.

Meal and Rest Periods:

Non-exempt employees working shifts lasting five hours or longer are entitled to a one-hour, unpaid meal period taken approximately in the middle of the work shift. Non-exempt employees working more than six-hour shifts may not "skip" the meal period to shorten the workday. If an employee is not provided a meal break, they will be paid one additional hour of pay at their regular pay rate. They are allowed paid ten-minute rest periods for every four hours of work or major portion thereof. Rest periods should be taken approximately halfway through the four-hour period. Rest periods cannot be combined or saved to create extended meal breaks, leave early, or arrive late. When necessary, supervisors are responsible for scheduling meal and rest periods

Rest Breaks:

All hourly employees must be allowed a certain number of 10-minute rest breaks according to the following table:

Hours worked	Number of Rest Breaks
0-3.5	0
3.5- 6.0	1
6.0- 10.0	2
10.0-14.0	3
14.0- 18.00	4