

# CALIFORNIA LUTHERAN UNIVERSITY

## Human Resources/Payroll

### 2003 OVERTIME RULES

As of January 1, 2000 these are the new rules regarding overtime for non-exempt (hourly) employees under AB 60 titled "Eight-Hour-Day Restoration and Workplace Flexibility Act of 1999". **Please note there are no longer provisions for compensatory time in lieu of overtime pay.**

#### *New Overtime Rules:*

##### **Employers must pay time and a half to non-exempt employees who work:**

Over 8 hours of work in a workday;  
Over 40 hours of work in a workweek;  
The first 8 hours of work on a 7<sup>th</sup> consecutive day in any workweek.

##### **Employers must pay double time to non-exempt employees who work:**

Over 12 hours in a workday;  
Over 8 hours of work on a 7<sup>th</sup> consecutive day in any workweek.

#### *Make-Up Time*

##### **Employers may approve, at their option, a written request of an employee to make-up lost work at straight time, if:**

The make-up work occurs in the same workweek in which work time was lost;  
The work time was missed because of the employee's personal obligations;  
The make-up work does not cause the employee to exceed 11 hours of work in one day or 40 hours in one workweek.

\*An employee must submit a signed, written request each time a request is made to make-up work time. These forms are available from your Director, Dean, Payroll or Human Resource Office.

An employer is prohibited from soliciting any employee to make-up time within the same week.

#### *Meal Periods*

If an employee works more than 5 hours, the employer must provide a meal period of not less than 30 minutes.

If the work period is not more than 6 hours, it may be waived by mutual consent of the employer and employee.

Employees working more than 6 hours can no longer waive the meal period.

If an employee's work period is more than 10 hours, a second 30 minute meal period is required.

If the total amount worked is less than 12 hours, the second meal period may be waived by mutual consent of the employer and employee, but only if the first period was not waived.

Employees working more than 12 hours cannot waive the second meal period.

March 14, 2003