Talking Points for Managers – New Overtime Rules

The following talking points may help when you’re having discussions with staff who are affected by the updated federal overtime rules. Human Resources is here to help. Email us at ohr@ou.edu.

Explain the Updated Federal Rules about Overtime Eligibility

- These are federal rule changes from the U.S. Department of Labor.
- Employees who earn less than $47,476 each year will now be paid for every hour they work, including overtime. This affects 5 million employees across the country and approximately 800 on OU’s HSC campus.
- They will track their hours instead of being salaried, using TAL.
- More information is on the HR website [http://hr.ou.edu](http://hr.ou.edu).

Changes in How and When Work is Done

- This law benefits employees, who will now be compensated for every hour they work, including time and a half if they work more than 40 hrs/week. If they don’t work quite as much, their work/life balance may improve with more time away from work.
- This is not a demotion. Job duties can remain the same, though supervisors may change how and when work is completed to manage overtime costs.
- Managers should discuss their rules about emails, calls, texts, meetings, and working from home outside of work hours.
- Supervisors must authorize overtime before the work is done. Supervisors may adjust an employee’s work schedule within a workweek in which the employee may be on track for overtime asking the employee to arrive late or leave early to keep their work time within 40 hours.
- Employees cannot volunteer to work. All work must be paid.
- Managers should review the rules for tracking travel time with employees who travel (see [HR website](http://hr.ou.edu)).
- Managers should explain how time will be recorded in TAL.
- Managers may discuss compensatory time vs. overtime, if comp time is available in their department. If the employee agrees to comp time instead of overtime pay, they must sign the Comp Time Agreement.