Reminder to Supervisors of Non-Exempt Employees Working Remotely Due to COVID-19

Seattle University is directing all employees to work remotely unless their physical presence on campus is critical. Because many supervisors will be supervising non-exempt employees who are working remotely for the first time, the university is sending this reminder of the university’s policies and practices. A similar reminder will be sent to non-exempt employees.

Supervisors of non-exempt employees working remotely should remember these key responsibilities:

- **Hours of Operation**: The standard business hours of the university are 8:00 a.m. to 4:30 p.m. This schedule applies to non-exempt employees working remotely. Any deviation from this normal work schedule must be made in writing by the supervisor (and should be approved by the supervisor’s division head). During normal work hours, supervisors can expect and require non-exempt employees working remotely to be on duty and working (except when on breaks).

- **Rest Breaks**: Non-exempt employees working remotely must take a break of at least 15 minutes for every 4 hours worked, and must not work more than 3 consecutive hours without taking a break. Most non-exempt employees should be able to accomplish this by taking at least one break in the morning and one break in the afternoon. Supervisors should continue to remind non-exempt employees working remotely to take their paid rest breaks.

- **Meal Break**: Non-exempt employees receive 1 unpaid hour for lunch. Non-exempt employees must be completely off duty during this lunch period. Supervisors should communicate with non-exempt employees working remotely about the non-exempt employees’ lunch schedules, and supervisors must not require non-exempt employees to read or respond to emails (or do any other work) during the lunch hour.
  - If a non-exempt employee wishes to waive this paid meal period, the employee must request such a waiver from the supervisor. The supervisor cannot request that the employee waive the lunch break—the request must originate with the employee. If the employee requests to waive the lunch break and the supervisor approves the waiver, the employee’s meal period time would then be counted toward time worked.

- **Time Sheets**: Non-exempt employees working remotely must continue to fill out their time sheets accurately and sign them. This is especially critical for remote employees.
  - Non-exempt employees must not over-report or under-report their hours. Supervisors should remind non-exempt employees working remotely that they need to accurately record their time and that failing to do so could result in disciplinary action.

- **Overtime**: Non-exempt employees will receive overtime pay for any hours actually worked in excess of 40 hours per week. The overtime rate is 1.5 times the employee’s regular rate.
  - Before a non-exempt employee exceeds 40 hours of work in a given workweek, the non-exempt employee must notify the employee’s supervisor and receive authorization in writing before working overtime hours.
    - Supervisors need to ensure that employees understand this prior-approval requirement. Given the high cost of overtime, supervisors will usually direct
non-exempt employees to cease working rather work overtime, as it is unlikely
the nature of the work to be done justifies the overtime expense.

- If the employee works overtime hours without authorization, the employee must still
  record those hours. The university will pay the employee for those overtime hours at
  the employee’s overtime rate.