



October 30, 2009

To: All University of Rochester Employees

As an employer, the University follows and implements federal and state wage and hour payment laws. The University is committed to ensuring ongoing compliance with wage and hour laws through established policies and procedures, as well as by communicating developments in the law to the University community through notices in the *Human Resources Intercom*, HRMS (Human Resources Management System) Updates, *Currents*, and annual letters.

Federal and state laws dictate whether employees are classified as either Exempt or Nonexempt from certain wage payment rules. For all employees classified as Nonexempt who are paid on an hourly basis, the University requires the following:

- Accurate recording, to the minute, of all time worked by the employees
- Accurate recording of all nonproductive time (e.g., vacation, jury duty, etc.)
- Payment for all time recorded and worked (including before and after assigned shift)
- Payment of overtime for hours worked in excess of 40 in a workweek
- Payment for required training or meeting time

In addition, for all employees classified as Exempt or Nonexempt, the University requires the following:

- Providing uninterrupted, unpaid meal periods (when employees work a shift of more than six hours), but paying Nonexempt employees if the meal period is interrupted for work purposes, and then providing another unpaid, uninterrupted meal period prior to the end of the shift (see Policy #172).
- Providing uncompensated time for female employees who nurse children to express breast milk during work time for up to three years following childbirth (see Policy #172).
- Providing leave time for blood donation, which may be unpaid or paid depending on the circumstances (see Policy #172).

University policies related to wage and hour laws can be found in the *Human Resources Policy Manual* (<http://www.rochester.edu/working/hr/policies/>) at #172 (Work Schedule – Meal and Rest Periods), #223 (Overtime), and #413 (Time Management and Attendance). Policy #172 (Work Schedules – Meal & Rest Periods) has been revised to provide further clarification on meal periods and the introduction of a University Exception Log for recording missed or interrupted meal periods. Policy #223 (Overtime Pay) has been revised to include recent New York State Regulations on Mandatory Nurse Overtime.

For employees classified as Exempt and paid a semi-monthly or monthly salary, the University requires that nonproductive time (e.g., vacation, jury duty, etc.) be reported in HRMS.

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Department administrators and supervisors are responsible for adherence to policies, following time management guiding principles, and ensuring accurate record keeping consistent with wage and hour labor laws.

In addition, regular communication between employees and supervisors is essential to ensure that everyone understands the conditions of employment, such as workweek and scheduled standard hours, including start time, end time, and meal periods. For example, an employee must discuss in advance with his or her supervisor any anticipated need to work beyond or outside of the scheduled shift. Likewise, an employee who does not get a full, uninterrupted meal period or who feels that he or she is not being properly paid for all time worked must report this to the appropriate supervisor.

Time records and payroll statements can be accessed by employees 24 hours a day on the Internet through HRMS. An employee only needs to create a NetID, which is a private code, to view his or her personal records for accuracy. If you do not already have a NetID and wish to create one, logon to www.rochester.edu/netid or call the Information Technology Center at 275-2000.

We encourage anyone who has specific questions about timekeeping or believes there is an error with their time or payroll records or who otherwise wants to report a problem about time reporting and/or wage payment, to talk with their direct supervisor or to contact one of the following offices (depending on their work location):

HR (ASK-URHR)	275-8747
Medical Center Human Resources Office	275-2513
River Campus Human Resources Office	273-4320
Compensation Division of Human Resources	267-4088

Additionally, you can ask questions or register concerns by calling the confidential University Integrity Hotline at 756-8888. No negative action will result for employees who report their concerns.

The University remains committed to ongoing training and education through a variety of programs offered through Human Resource Development (HRD). If you have supervisory/managerial responsibilities, you may benefit from attending one or more of these programs. You can access additional information on educational offerings by visiting <http://www.rochester.edu/working/hr/HRDclasses/>.

Sincerely,



Charles J. Murphy
Associate Vice President