



WHITMAN COLLEGE

GUIDELINES FOR EMPLOYEES IN POSITIONS TRANSITIONING FROM EXEMPT TO PROFESSIONAL NONEXEMPT

Current context

Between now and 2028, Washington State will increase the salary threshold that needs to be met to be considered an exempt employee. That means many employees who are currently exempt will transition to nonexempt status over the coming years. Because teachers are excluded from the exempt salary threshold in Washington state, these changes do not impact faculty. Whitman will internally designate these “newly” nonexempt positions as “professional nonexempt.”

Increases to the salary thresholds for Washington state will occur each year on January 1 until January 1, 2028, when the state threshold reaches 2.5 times the Washington State minimum wage. From that point on, the state threshold will increase annually each January 1 based on inflation by the same percentage that the Washington State minimum wage does. By 2028, almost all employees at Whitman will have a non-exempt status. Below is a look at the forecasted changes.

When the rule takes effect		July 1, 2020	Jan. 1, 2021	Jan. 1, 2022	Jan. 1, 2023	Jan. 1, 2024	Jan. 1, 2025	Jan. 1, 2026	Jan. 1, 2027	Jan. 1, 2028
For small employers with 1-50 employees	Multiply minimum wage by...	1.25x	1.5x	1.75x	1.75x	2x	2x	2.25x	2.25x	2.5x
	Projected salary threshold Weekly (Annual)	\$675 (\$35,100.00)	\$821.40 (\$42,712.00)	\$1,014.30 (\$52,743.60)	\$1,101.80 (\$57,293.60)	\$1,332.00* (\$69,264.00)	\$1,362.40* (\$70,884.80)	\$1,557.00* (\$80,964.00)	\$1,584.90* (\$82,414.80)	\$1,794.00* (\$93,288.00)
For large employers with 51 or more employees	Multiply minimum wage by...	1.25x	1.75x	1.75x	2x	2x	2.25x	2.25x	2.5x	2.5x
	Projected salary threshold Weekly (Annual)	\$675.00 (\$35,100.00)	\$958.30 (\$49,831.00)	\$1,014.30 (\$52,743.60)	\$1,259.20 (\$65,478.40)	\$1,332.00* (\$69,264.00)	\$1,532.70* (\$79,700.40)	\$1,557.00* (\$80,964.00)	\$1,761.00* (\$91,572.00)	\$1,794.00* (\$93,288.00)

Note 1: The asterisks on the salary thresholds after 2023 are projections based on forecasted changes in the Consumer Price Index. These projections have been updated from previous versions.

Note 2: This table does not apply to computer professionals paid by the hour who have higher minimum wage multipliers.

Human Resources is here to help employees through this transition. Please feel welcome to reach out to us with any questions or concerns.

What will happen when a position no longer meets the salary threshold for exempt positions?

- Positions will transition from exempt to professional nonexempt status.
- Employees will need to complete a timesheet and record hours worked on any given day (for instructions on completing a timesheet see pages 4-7).



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- Vacation and sick leave accrual will not change.
- Employees will be compensated for 1.5 times their hourly rate for any hours over 40 hours worked in a given work week (defined as Sunday through Saturday).
- In general, professional nonexempt positions should be constructed so that work can be accomplished in 40 hour per week on average (knowing that for some positions there could be times during the year that could be busier and some overtime could occur). Outside of emergencies, any overtime should be planned ahead where possible with the approval of the supervisor. Employees and their supervisors will need to closely communicate with each other about the employee's work schedule and plan in advance to make adjustments to the work schedule where possible. For example, if an employee needs to work a few hours one evening, is it possible that they could cut back their hours earlier or later that week to maintain a 40 hour work week; or given circumstances of that particular week, should overtime be approved?

Travel time compensation for nonexempt staff

For nonexempt employee travel time compensation, Whitman College follows state and federal law. The state of Washington defines their law as more favorable than federal law. Whether an employee is nonexempt depends largely on the duties of the job and the level of compensation and is defined by Washington law.

For nonexempt staff employees, all travel time related to work is compensable regardless of the number of hours or when the travel takes place. It also includes any time necessary to get to an airport, train station or other transit center necessary to complete out of town travel. Once an employee arrives at their lodgings, the employee is no longer on duty and that time is not compensable as hours worked so long as the employee is free to engage in personal activities.

Prior to sending a nonexempt employee on business travel, the supervisor should meet with the employee to discuss how their hours should be recorded, what hours are compensable, and what records should be kept.

Nonexempt staff employees may accrue overtime during periods of business travel. However, in advance of the travel, the supervisor and employee should first consider an alternate work schedule for the work week that minimizes the accrual of overtime. This might include an alternate day off or reduced work hours before/after travel. The work week is Sunday through Saturday, and overtime is paid for work in excess of 40 hours per week.



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The following are some examples of how this policy should be applied.

Example:

A nonexempt staff member drives themselves to campus for a team meeting prior to an out of town athletics competition. After the meeting ends, they travel on the team bus to the athletics competition. They help lead the team through pre-competition warm ups, help coach the team and participate in a team meeting following the competition. The staff member then returns to campus on the team bus.

In this example, the compensable time begins when the nonexempt staff member arrives on campus and includes the pre- and post-competition team meetings, the bus trip to and from the athletic competition, and the warm ups. The time spent driving from home to campus is not compensable.

Example:

A nonexempt staff member is approved to attend a conference out of town. The staff member leaves for the training directly from their home and goes to the airport and parks their vehicle. The staff member flies directly to the city where the conference is, picks up a rental car, and drives the rental car directly to the hotel. The staff member attends all required conference sessions daily, but is free each evening to engage in personal activities, although the staff member spends half an hour each evening responding to emails. After the staff member completes the training, they drive the rental car back to the airport, catch a flight home, and then pick up their car at the airport parking lot to drive directly home.

In this example, the time from when the nonexempt staff member leaves home until they arrive at the hotel is compensable time. This time is compensable because the travel is considered a work assignment; so long as the supervisor approves the means of travel, the staff member is authorized to be on duty at a prescribed workplace throughout the active travel time.

Once the staff member arrives at the employee's lodgings and is free to engage in personal activities, they are no longer "on duty" and that time is not compensable as "hours worked."

Any time spent in the conference is compensable as is time responding to email. The time from when the staff member leaves the remote city until they arrive home is also compensable.



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Example:

Using the scenario above, the nonexempt staff member remains in the remote city after the conference has ended. They spend the weekend exploring the city. At the end of the weekend, they leave their hotel to travel to the airport to return their rental car, catch a flight home, and then pick up their car at the airport parking lot to drive directly home.

In this example, the time spent exploring the city is considered free time and is not compensable. However, when the employee leaves the hotel to return to the airport, all of that travel time until they get home is compensable.

Example:

A student is in a class and agrees to drive a van to for a field trip. The class leaves from campus and drives to the field trip site. They spend several hours at the field trip site, and then they leave the site to return to campus.

In this scenario, the compensable time includes the time driving the van to the field trip site and then the time spent driving the van back to campus. The time at the field trip is not compensable because the student is a member of the class. If the student is not a member of the class and has the freedom to choose to engage in the field trip or stay in the van and do homework, that time is not compensable. If the student is not a member of the class and is asked to pick up lunch during the field trip or engage in some other kind of work responsibility, that is “work,” and they would be compensated for that time.

Taking on additional work assignments or volunteering

On occasion, employees are invited to take on a work assignment outside of the responsibilities of their positions for another department. Before doing so, it is important for nonexempt employees to be in contact with Human Resources so that everyone involved understands implications for overtime, how overtime will be calculated, and the department that will assume responsibility for overtime.

Likewise, before considering any volunteer opportunities for the College, nonexempt employees must be in contact with Human Resources as there are many legal restrictions on volunteering and volunteer duties must be carefully evaluated.



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Tracking hours in BambooHR

While the best practice for entering time worked is to do so on a daily basis while a work day is fresh in one's mind, we recognize this can be challenging to remember to do. As an alternative, we suggest that employees minimally enter time for a week at the end of the work week.

Please note that the time period each month runs from the 21st of the month to the 20th of the following month. Around the end of the pay period, employees receive an email from Human Resources reminding them to make sure all of their hours for that pay period are entered, and we will provide the deadline by which to do so.

Entering time

To enter time worked, navigate to your TIMESHEET tab on your employee profile. Click in the box next to a day and enter the number of hours worked. Time should be entered in quarter hour increments. Click *Save Changes*.

Tue Dec 13	<input type="text"/>
Wed	<input type="text"/>
<input type="button" value="Save Changes"/> <input type="button" value="Cancel"/>	

After you add a time entry, you can hover over the time entry to see a note icon. Click the icon to add a note if there is anything you wish to comment on related to that time. For example, leave without pay could be noted as “LWOP”. If you add a note, it will display below the daily time entry. Notes can be viewed by your supervisor, the payroll coordinator, and human resources.

Fri May 20	<input type="text"/>
Sat May 21	0h 00m <input type="button" value="Add Project or Note"/>
Sun May 22	<input type="text"/>
Mon May 23	<input type="text"/>

You can edit your hours until they are approved by your supervisor. Once your supervisor approves your timesheet, you can no longer make changes to your hours.



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Paid time off

If you have requested paid time off (vacation or sick), it will appear on your timesheet once your supervisor has approved the request. The requested time off will appear to the right of the box where you would normally document your hours worked.

Fri Nov 11	<input type="text"/>	🌳 8 hours Vacation
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If you typically work 8 hours/day, and requested 8 hours of paid time off, it will appear to the right of the box where you enter hours worked. In this example, you would enter “0” hours worked or simply leave it blank. If you request 2 hours of paid time off, you would enter 6 hours worked in the box.

Paid holidays

Much like paid time off, Whitman paid holidays are pre-loaded on your timesheet and do not require you to add hours to your timesheet, unless you worked on the holiday.

Thu Nov 24	<input type="text"/>	🌳 8 Hours for Thanksgiving Day
Fri Nov 25	<input type="text"/>	🌳 8 Hours for Thanksgiving holiday

Overtime

The work week at Whitman begins on Sunday and ends on Saturday. If you work more than 40 hours between Sunday and Saturday, you will qualify for overtime, and any hours worked over 40 hours will be paid at 1.5 times your hourly rate. Where possible, you should talk with your supervisor ahead of working any overtime hours. If you work more than 40 hours in a given week, BambooHR will show you in red on your timesheet how many hours of overtime you have worked in that week.

Fri Dec 2	<input type="text" value="8h 15m"/>	🕒 45m Overtime
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Please note that if you request paid time off (PTO) and then made up additional time during the week in excess of 40 hours, human resources will automatically reduce your PTO hours. In the example below, additional time was made up during the week, so the 2 hours of sick leave would be removed from your timesheet.

Mon Dec 12	6h 00m	🕒 2 hours Sick
Tue Dec 13	9h 00m	
Wed Dec 14	9h 00m	
Thu Dec 15	9h 00m	
Fri Dec 16	9h 00m	🕒 2h Overtime

BambooHR App

BambooHR has a free app for smart phones and makes timesheet more convenient. Go to your apps store and download the “BambooHR app.”