

# Overtime Worksheet

*Directions:*

- First, figure out how much time the person worked over 40 hours.
- Convert the minutes into fractions of an hour (for example, 2 hours and 15 minutes is 2.25 hours).
- Find the overtime rate (1.5 times the hourly rate)
- Multiply overtime rate by the number of hours over 40 to get the overtime pay.

1. Dominique works the 11p.m. to 7 a.m. shift at the Sunset Valley Nursing Home. This means that she has to get to Sunset Valley by 10:45 in order to change into her uniform. And, before she leaves in the morning, she is expected to give a report to the person who comes in to take her place on the daytime shift. So Dominique does not actually get out of the nursing home until 7:30. If Dominique gets a half hour meal break each night, does she get any overtime?

Overtime: hours \_\_\_\_\_ + minutes \_\_\_\_\_

Dominique makes \$9.00 an hour. How much overtime pay should she get?

Overtime rate: \$ \_\_\_\_\_ per hour

Overtime pay: \$ \_\_\_\_\_

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2. Tony is an assembly line worker at Acme Electronics in Chelsea. Acme also owns another plant in Brockton. The Brockton plant is short handed, and the boss asks for volunteers to go and work a second shift there. To make it easier, he will shuttle the workers over to Brockton in the company van, and bring them back to Chelsea at the end of the shift. Tony volunteers for the overtime.

At the end of the week, instead of the big check Tony was expecting, with eight hours of overtime pay, he got two separate checks. One was his usual check, for his regular week at Chelsea. The other one was for eight hours --- straight time pay -- from the Brockton shop. When Tony complained, the boss told him that he did not earn any overtime pay because he had worked for two separate employers.

What do you think? Is the boss right, or should Tony get overtime pay? If so, how much?

Overtime: hours \_\_\_\_\_ + minutes \_\_\_\_\_

Tony's regular pay rate is \$8 per hour. How much overtime pay should Tony have received?

Overtime rate: \$ \_\_\_\_\_ per hour

Overtime pay: \$ \_\_\_\_\_

3. Alda and Nora work in a home furnishings factory. Their regular shift is 8-4:30, (with 1/2 hour off for lunch) Monday - Friday. It is busy season, and the supervisor asks them both to come in on Saturday. They both work 8 hours on Saturday. However, Nora had taken a half day (4 hours) off on Wednesday to take her child to the hospital.

How many hours of overtime pay will each woman receive?

Alda's overtime: hours \_\_\_\_\_ + minutes \_\_\_\_\_

Nora's overtime: hours \_\_\_\_\_ + minutes \_\_\_\_\_

Alda and Nora are paid piece rate for the work they do. They get 20¢ for each piece they sew. An average worker can sew about 50 to 60 pieces in an hour. Alda is new on the job, and can just sew 40 pieces an hour. Nora is an excellent worker, and sews an average of 70 pieces an hour. How much overtime pay does each woman get?

Alda's overtime rate: \$ \_\_\_\_\_ per hour      Alda's overtime pay: \$ \_\_\_\_\_

Nora's overtime rate: \$ \_\_\_\_\_ per hour      Nora's overtime pay: \$ \_\_\_\_\_

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4. Jason is an administrative assistant in a large office. He works Monday - Friday, 9:00 am through 5:00 pm, with a half hour off for lunch. He gets paid a weekly salary of \$375.00.

One Friday, Jason is asked to work late. The company is moving into bigger offices upstairs in the building, and the office manager asks for volunteers to stay late and box up everything to get it ready for the movers on Saturday. Jason works until 8:00pm. Is he entitled to overtime pay? If so, for how much time?

Audrey, the office manager, and Mr. Donaldson the general manager, also pitch in that evening and help get ready for the move. Does Audrey get overtime? Does Mr. Donaldson? Audrey makes a yearly salary of \$35,000. Mr. Donaldson makes \$75,000.

How many hours of overtime did each person work?

Jason's overtime: hours \_\_\_\_\_ + minutes \_\_\_\_\_

Audrey's overtime: hours \_\_\_\_\_ + minutes \_\_\_\_\_

Mr. Donaldson's overtime: hours \_\_\_\_\_ + minutes \_\_\_\_\_

How much overtime pay should each person get?

Jason's overtime rate: \$ \_\_\_\_\_ per hour      Jason's overtime pay: \$ \_\_\_\_\_

Audrey's overtime rate: \$ \_\_\_\_\_ per hour      Audrey's overtime pay: \$ \_\_\_\_\_

Mr. D's overtime rate: \$ \_\_\_\_\_ per hour      Mr. D's overtime pay: \$ \_\_\_\_\_

## Facilitator's Answer Sheet

### Directions:

- First, figure out how much time the person worked over 40 hours.
- Convert the minutes into fractions of an hour (for example, 2 hours and 15 minutes is 2.25 hours).
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- Multiply overtime rate by the number of hours over 40 to get the overtime pay.

1. Dominique works the 11 p.m. to 7 a.m. shift at the Sunset Valley Nursing Home. This means that she has to get to Sunset Valley by 10:45 in order to change into her uniform. And, before she leaves in the morning, she is expected to give a report to the person who comes in to take her place on the daytime shift. So Dominique does not actually get out of the nursing home until 7:30. If Dominique gets a half hour meal break each night, does she get any overtime?

Overtime: hours:  $1$  + minutes:  $15$

( $10:45$  to  $7:30 = 8$  hours and  $45$  minutes.  $8:45$  less  $30$  min. break= $8:15$ .  $15$  min/day =  $1:15$  per week.)

Dominique makes \$9.00 an hour. How much overtime pay should she get?

Overtime rate:  $\$13.50$  ( $9 + 4.50$ ) per hour

Overtime pay:  $\$16.88$

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2. Tony is an assembly line worker at Acme Electronics in Chelsea. Acme also owns another plant in Brockton. The Brockton plant is short handed, and the boss asks for volunteers to go and work a second shift there. To make it easier, he will shuttle the workers over to Brockton in the company van, and bring them back to Chelsea at the end of the shift. Tony volunteers for the overtime.

At the end of the week, instead of the big check Tony was expecting, with eight hours of overtime pay, he got two separate checks. One was his usual check, for his regular week at Chelsea. The other one was for eight hours --- straight time pay -- from the Brockton shop. When Tony complained, the boss told him that he did not earn any overtime pay because he had worked for two separate employers.

What do you think? Is the boss right, or should Tony get overtime pay? *Tony should get overtime pay for the time worked at Brockton PLUS the time spent going to and from Brockton in the company van.* If so, how much?

Overtime: *Assuming a 45 minute drive from Chelsea to Brockton, Tony should get 9.5 hours overtime*

Tony's regular pay rate is \$8 per hour. How much overtime pay should Tony have received?

Overtime rate:  $\$12.00$  per hour

Overtime pay:  $\$114.00$

3. Alda and Nora work in a home furnishings factory. Their regular shift is 8-4:30, (with 1/2 hour off for lunch) Monday - Friday. It is busy season, and the supervisor asks them both to come in on Saturday. They both work 8 hours on Saturday. However, Nora had taken a half day (4 hours) off on Wednesday to take her child to the hospital.

How many hours of overtime pay will each woman receive?

Alda's overtime: hours 8 + minutes 0

Nora's overtime: hours 4 + minutes 0

Alda and Nora are paid piece rate for the work they do. They get 20¢ for each piece they sew. An average worker can sew about 50 to 60 pieces in an hour. Alda is new on the job, and can just sew 40 pieces an hour. . Nora is an excellent worker, and sews an average of 70 pieces an hour. How much overtime pay does each woman get?

Alda's overtime rate: \$12.00 per hour (\$8.00 + \$4.00)                      Alda's overtime pay: \$96.00

Nora's overtime rate: \$21.00 per hour (\$14.00 + \$7.00)                      Nora's overtime pay: \$84.00

4. Jason is an administrative assistant in a large office. He works Monday - Friday, 9:00 am through 5:00 pm, with a half hour off for lunch. He gets paid a weekly salary of \$375.00.

One Friday, Jason is asked to work late. The company is moving into bigger offices upstairs in the building, and the office manager asks for volunteers to stay late and box up everything to get it ready for the movers on Saturday. Jason works until 8:00pm. Is he entitled to overtime pay? If so, for how much time?

Audrey, the office manager, and Mr. Donaldson the general manager, also pitch in that evening and help get ready for the move. Does Audrey get overtime? Does Mr. Donaldson? Audrey makes a yearly salary of \$35,000, and her regular work hours are 9-5. Mr. Donaldson makes \$75,000.

How much overtime did each person work?

Jason's overtime: hours: 0 + minutes 30    *Jason worked 3 hours more than usual, but his work week is only 37.5 hours. So he only gets 1/2 hour of overtime pay.*

Audrey's overtime: hours: 0 + minutes 30    *It is very likely that Audrey is also covered by the overtime law. We can't be sure without knowing how she actually spends her time. Since she works a fixed schedule, her overtime hours are computed the same as Jason's. (Salaried workers who work variable hours have their overtime computed differently, and it comes out less.)*

Mr. Donaldson's overtime: hours: 0 + minutes 0    *Mr. Donaldson is exempt.*

How much overtime pay should each person get?

Jason's overtime rate: \$15 per hour                      Jason's overtime pay: \$7.50

Audrey's overtime rate: \$26.92 per hour    Audrey's overtime pay: \$13.46  
*Audrey's salary converts into \$673.08/ week, or \$17.95/ hour (with a 37.5 hour workweek)*

Mr. D's overtime rate: N/A per hour                      Mr. D's overtime pay: \$0