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Policy Buzz

Hours Worked by Non-Exempt Employees Policy FAQs

Policy Name	Hours Worked by Non-Exempt Employees (HR920)
Planned Publication Date	7/1/2020
New or Revised Policy	Revision of HR701
Policy Manual Name	JHHS/JHM Human Resources Manual

Purpose of the Policy

It is the policy of the Participating Organizations to pay nonexempt (hourly) employees for all Hours Worked. This policy applies to employees whether they were required or allowed to work or whether they volunteered to work.

Scope

This policy applies to:

- ✓ HCGH OB/GYN Associates
- ✓ Howard County General Hospital
- ✓ Johns Hopkins All Children's Health System
- ✓ Johns Hopkins All Children's Hospital
- ✓ Johns Hopkins Bayview Medical Center
- ✓ Johns Hopkins Community Physicians
- ✓ Johns Hopkins Healthcare LLC
- ✓ Johns Hopkins Home Care Group
- ✓ Potomac Home Health Agency & Home Support
- ✓ Johns Hopkins Medical Management Corporation
- ✓ Johns Hopkins Medicine International
- ✓ Johns Hopkins Regional Physicians
- ✓ Johns Hopkins Surgery Centers Series
- ✓ Sibley Memorial Hospital
- ✓ Suburban Hospital
- ✓ The Johns Hopkins Health System Corporation
- ✓ The Johns Hopkins Hospital
- ✓ Johns Hopkins HealthCare LLC
- ✓ Johns Hopkins Imaging

What You Need to Know

- ✓ Hours Worked - All time that is controlled or required by the Participating Organizations and spent necessarily and primarily for the benefit of the organization. Whether time is considered Hours Worked will depend upon the particular circumstances.
- ✓ Meal Period - A 30-minute, unpaid period of time when an employee is completely relieved of his or her duties during that time.
- ✓ Department heads are ultimately responsible for authorizing hours worked, effort reporting, and time to be paid.
- ✓ Managers/Supervisors and timekeepers are required to attend payroll training to ensure proper time recording.
- ✓ Employees are required to accurately record daily hours worked and/or complete the attestation process using the time recording procedures defined within this policy and by the payroll department.
- ✓ HR responds to inquiries regarding Hours Worked and preauthorization for overtime and pre-shift/post-shift performance of job duties.

For questions pertaining to this policy, please contact your local HR Business Partner or HR department.

More Information: See the entire policy by clicking on this link:

https://hpo.johnshopkins.edu/enterprise/policies/157/44288/policy_44288.pdf

