



When these time changes occur, an employee's work schedule for the day concerned will not be changed. An employee scheduled to work an eight-hour shift when the change is made in the Fall will in fact work nine hours. For a non-exempt employee, this extra hour is to be recognized by adjusting the work schedule otherwise during the workweek to stay within the 40-hour workweek, or by crediting one and one-half hours of overtime compensation. An employee working in the Spring when the change is made will only work seven hours. Hourly employees are to be paid for their entire shift. Exempt employees' salaries are not affected by these time changes.