

## Filing For Overtime:

Filing for overtime at Dow Jones is a relatively simple on-line procedure.

1. Go to NewsNet and select DowJones.net.
2. Click on Tools.
3. Click on "Link2HR Self-Service HR."
4. Click on PT/OT Time Slip in the left-hand column.
5. Click on the pay week - select the correct week.
6. Click on "View Time Slip." Fill in the hours for weekdays you worked (7 each) and then, in the middle column, list the overtime hours worked and the specific day involved.
7. Add whatever explanation might be needed in the "comments" box.
7. Click "Submit."
8. Print a copy for your records.

Under the terms of the IAPE contract with Dow Jones, overtime eligibility is defined by the Fair Labor Standards Act and based on the duties you perform. If you have any question about your eligibility call the IAPE office at 609-275-6020.

This is your money. It's guaranteed by the contract. If there is any difficulty in getting paid for working overtime, contact the IAPE office (609-275-6020.)

Overtime protection for IAPE-represented employees at Dow Jones is outlined in the following Article II of the Collective Bargaining Agreement.

There are a few important considerations to keep in mind:

1. Overtime is based on a 35-hour work week (exceptions noted in paragraph A.) Overtime is NOT based on a 40-hour work week.
2. Overtime is paid in "cash" at the rate of time and a half. You can not be forced to accept "comp time" in payment for overtime.
3. Overtime can be claimed "when reasonably required to complete work assigned by a supervisor." It does not necessarily require a specific prior approval from a supervisor.
4. Eligibility is determined by Federal Department of Labor

guidelines. To check your eligibility call the IAPE office at 609-275-6020.

## ARTICLE II – HOURS AND OVERTIME

A. The work week for regular, full-time Employees shall be a five-day, 35-hour week, except that the Company, upon giving two weeks' written notice, may assign Employees to a four-day 36-hour workweek. In addition, the Company may continue to require Employees in Network Communications Services and Network Operations to work a three-day, 36-hour workweek. The Company shall schedule a one-hour lunch period at reasonable times during the work day to permit the normal functioning of the activities of the Company's business, and such lunch periods shall not be counted as time worked.

B. Employees working a 35- or 36-hour week (including parttime Employees who are paid on the basis of a 35-hour week) shall have any overtime payments due computed on the basis of a 35- or 36-hour week. An Employee working overtime is entitled to be paid for it in cash on the basis of time and one-half straight time pay. An Employee who takes a paid day off (i.e. paid vacation days, holidays, sick days and jury duty days) will be credited with the number of hours he or she is regularly scheduled to work.

C. Overtime shall be worked only when authorized by a Supervisor or when reasonably required to complete work assigned by a supervisor. Any Employee claiming overtime pay must turn in a payroll slip and must so state on this slip and have said overtime approved by his or her immediate supervisor.

D. Overtime shall be paid only to those Employees to whom the overtime provisions of the Fair Labor Standards Act apply.

E. If overtime is assigned, it shall be paid for in intervals of fifteen (15) minutes.