

Filing For Overtime:

Instructions for electronic filing are simple.

1. Go to DowJones.net.
2. Click on the link to HReSource.
3. Click on “my information” (upper left hand side of the page)
4. Click on “time administration”
5. Click on “enter time”
6. On the first line, fill in the standard 7 hours a day (remember, if your day includes a ‘lunch hour’ and you work that ‘lunch hour’, it should be overtime.)
On the next line, list the actual hours worked beyond the scheduled 7 hours a day (beyond the 8, if your day includes a ‘lunch hour’) then click on the pull-down menu to the right and select ‘overtime.’ (The system is designed to automatically recognize overtime eligibility. If there’s a problem with your status, call the office.)
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 cannot 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 work week. 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.