

Supervisor/Manager Fact Sheet

Compliance with Department of Labor Increase in Minimum Salary Threshold: Salary Scale Increases and Reclassification to Nonexempt Academic Appointees

Salary Scales Will Increase so that certain Full-Time Academic Appointees will Remain Exempt

Beginning on November 20, 2016, the bottom steps of the salary scales for Assistant Specialists and Coordinators of Public Programs will be raised to above \$3,956.34 per month (or \$47,476 per year) so they can remain exempt. If the academic appointee is paid by your grants and you cannot afford the salary increase, you may need to end their appointment early (layoff) or implement a reduction in time that might require the academic appointee to move from overtime exempt to non-exempt and overtime-eligible. You should consult with your grant manager to do budget projections.

Postdoctoral scholars are currently in collective bargaining but it is also expected that their salaries will also be raised to above \$3,956.34 per month (or \$47,476 per year). Please consult the terms of their MOU once ratified.

Please note that the salary for academic year academic coordinators will not be raised because the current salary level when adjusted for 12-months is greater than \$47,476.

Reclassification to Non-Exempt: Junior Specialists and Part-Time Academic Appointees Below the DOL Salary Threshold

Beginning on November 20, 2016, certain non-teaching and non-medical academic appointees who are currently exempt from earning overtime will be reclassified as non-exempt because their earnings fall below the new Department of Labor overtime threshold of \$913 per week (monthly exempt salaried employees must be paid at least \$3,956.34 per month to remain exempt).

Attached is a list of academic appointees under your supervision who have been determined to be non-exempt because they do not meet the new salary threshold.

This Factsheet is intended to help you administer payroll and recordkeeping for the non-exempt appointees you supervise. If you have further questions, please contact _____.

1. Beginning November 20, non-exempt appointees will be reclassified from being paid on a monthly salaried basis to a biweekly hourly basis.
 - a. These appointees will receive their last monthly salaried basis partial paycheck on December 1 for work between November 1 through November 19.
 - b. They will receive their first biweekly paycheck on December 14, for hours worked between November 20 and December 3.
 - c. Their second biweekly paycheck will be on December 28, covering the period from December 4 to December 17.

- d. Thereafter, they will be paid every 2 weeks on Wednesday, according to UC's Biweekly Payroll Calendar.
2. New title codes have been issued for non-exempt academic appointees.
 - a. Appointees determined to be non-exempt must be appointed in the appropriate non-exempt version of their title effective November 20, 2016.
 - b. Their current monthly salaried appointments must be ended effective November 19, 2016.
 - c. New non-exempt salary scales will be issued with an hourly rate.
3. Future appointees who will be non-exempt include all Junior Specialists, as well as part-time appointees in specific titles (see Appendix) whose earnings fall below the weekly threshold.
4. As hourly-paid employees, non-exempt appointees must record their time on a daily basis and submit timesheets to report their hours for each biweekly pay period, and the supervisor will be required to review and approve the hours reported every other week.
 - a. Please consult with _____ regarding the retention of the timekeeping records, whether in electronic or paper format.
5. Non-exempt appointees will be paid for all hours worked.
6. The work week is defined as Sunday through Saturday.
7. Time worked as well as vacation leave and sick leave hours taken must be recorded in increments of $\frac{1}{4}$ hour (15 minutes).
8. Overtime and time worked beyond appointment percentage.
 - a. Part-time appointees who work more than their stated appointment percentage, but less than 40 hours in a week, will receive pay for the extra hours (or partial hours) worked at their regular hourly rate.
 - b. A non-exempt appointee will receive pay at 1.5 times their regular hourly rate for any time worked in excess of 40 hours in a week, regardless of their appointment percentage.
 - c. Overtime will be compensated in pay unless your campus allows for compensatory time arrangements (comp time).
 - d. All overtime/additional time worked in excess of appointment percentage must be approved in advance by the supervisor.
 - i. If an appointee submits a timesheet that reports non-approved time, they still must be paid for that time.
 - ii. However, working unapproved overtime/additional time can be cause for disciplinary action. Also, if an appointee is regularly working overtime/additional time, please contact _____ to discuss whether the appointee's appointment percentage should be adjusted.
9. Other compensable time for non-exempt appointees includes:
 - a. *Donning and Doffing*. Time spent changing into or out of protective clothing or engaging in special washing or cleaning procedures is considered time worked.
 - b. *Travel Time*. If the appointee does not have regular working hours, the supervisor will assign regular work hours for any workweek during which travel will occur for the purpose of identifying and tracking compensable travel time. The travel during the appointee's regular working hours is considered time worked. Travel time outside of the assigned regular work

hours is not time worked, unless actual work is performed during that time. *See PPSM 30 for more information*

- c. *Rest Breaks.* The University makes accommodation for breaks during the work day. Meal breaks are not considered compensable time (i.e., a lunch break should not be recorded as time worked).