

FLSA (Fair Labor Standards Act) Fact Sheet

U.S. Department of Labor changes effective December 1, 2016

TITLES MOVING TO NON-EXEMPT STATUS

- Junior Specialists
- Part-time appointees whose weekly gross earnings fall under \$913 per week
(student employees and employees whose primary appointment is in a teaching title are not subject to this change)

EXEMPT TO NON-EXEMPT STATUS IMPORTANT CHANGES

TIME REPORTING:

- Non-Exempt employees will be paid hourly.
- Employees must record time worked on a daily basis in UCI's Time Reporting System (TRS).
- Every hour worked must be paid.
- Work week is defined as Sunday through Saturday.
- Time worked, vacation, and sick are recorded in increments of 15 minutes.
- Timesheets must be submitted for each biweekly pay period.
- Supervisors are required to review and approve the hours reported.

COMPENSABLE TIME:

- Donning and doffing. Time spent changing into or out of protective clothing or engaging in special washing or cleaning procedures.
- Travel time. 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. 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.
- Rest breaks. The University makes accommodations for breaks during the work day. Meal breaks are not considered compensable time.

OVERTIME AND TIME WORKED BEYOND APPOINTMENT PERCENTAGE:

- Non-Exempt 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.
- Any hours worked in excess of 40 hours a week will be paid at 1.5 times the regular hourly rate.
- Overtime/additional time worked in excess of appointment percentage must be approved in advance by the supervisor.
- Employees submitting timesheets that report non-approved overtime/additional time must still be paid for that time. However, non-approved overtime/additional time can be cause for disciplinary action.