

# UCB FLSA REFERENCE GUIDE FOR STAFF AND NON-SENATE TITLES

PURPOSE		UCPath only allows one FLSA and pay period status per employee. This document assists with aligning the FLSA and pay schedule for employees with concurrent jobs (appointments).				
SCOPE		Update FLSA status for employees with concurrent job combinations.				
POLICY & PRACTICES		<ul style="list-style-type: none"> <li>For Staff positions with conflicting FLSA statuses, you will need to contact your Compensation Consultant to determine the overall FLSA status for the employee. Union notice might be required if the FLSA is changing for a union covered position.</li> <li>For Non-Senate positions with conflicting FLSA statuses, you will need to contact the Dean’s Office or Academic Personnel Office for guidance.</li> <li>If Exempt, staff positions must meet the salary threshold of \$913 per week or \$47,476 per year.</li> <li>Academic <u>non teaching</u> titles must meet the threshold of \$23,660 in order to be Exempt.</li> <li>Academic <u>teaching titles</u> do not need to meet the minimum threshold of \$23,660 per year in order to be Exempt, due to the DOL’s teaching exemption.</li> </ul>				
Employee is Staff or Non-Senate Appointee	Current FLSA	And adding an additional job of:	New FLSA	Pay Frequency	Hourly/Salary	UCPath
All staff jobs not involving Academic positions	Non-exempt	Exempt	<p>Whichever position has the greatest appointment percentage and longest duration will generally drive the FLSA status. Must meet the salary threshold of \$913 per week to be Exempt.</p> <p>FLSA Status determined based upon evaluation of combined responsibilities, and appointment percentage, duration, and salary.</p> <ul style="list-style-type: none"> <li>CSS and Campus departments - Contact Compensation</li> </ul>			
	Exempt	Non-exempt				
Non-faculty academic appointee	Exempt	Non-exempt staff	<p>Whichever position has the greatest appointment percentage and longest duration will generally drive the FLSA status.</p> <p>FLSA Status determined based upon evaluation of combined responsibilities and appointment percentage, duration, and salary.</p> <ul style="list-style-type: none"> <li>CSS and Campus departments - Contact Compensation and/or your Dean’s Office/Academic Personnel Office</li> </ul>			
	Non-exempt	Exempt				
Staff jobs involving Non-senate faculty job, i.e., lecturer	Exempt	Non-senate faculty position	Exempt	Remains Monthly		
	Non-exempt	Non-senate faculty position	<p>FLSA Status determined based upon evaluation of combined responsibilities and appointment percentage, duration, and salary. Whichever position has the greatest appointment percentage and longest duration will generally drive the FLSA status.</p> <ul style="list-style-type: none"> <li>CSS and Campus departments - Contact OHR Compensation and/or your Dean’s Office/Academic Personnel Office</li> </ul>			