



FLORIDA STATE UNIVERSITY

MEMORANDUM

TO: Deans, Directors, Department Chairs, and Faculty Members

FROM: Provost Sally McRorie
Vice President Kyle C. Clark
Vice President Gary K. Ostrander

SUBJECT Postdoctoral Scholar Bridge Funding for FLSA Changes

DATE: September 9, 2016

In early July, the Office of Human Resources distributed a [memorandum](#) explaining that the University has set a new minimum salary for full-time Postdoctoral Scholars (postdocs) to reach compliance with the 2016 Fair Labor Standards Act (FLSA) overtime regulation changes. On November 18, 2016, all full-time postdocs (employed in job codes M9189 and M9189N) must be paid at least \$913 per week (\$47,658.60 annually).

These federal legal changes have not been accompanied by increases in state or federal funding to the University. As in any organization with limited resources, this has made budgeting difficult, but it is particularly challenging for our Principal Investigators (PIs) who are supporting postdocs with research contracts and grants.

As indicated in the memorandum, the University is committed to supporting PIs/faculty through these changes and will provide some level of financial assistance to cover these costs, but we will need your assistance. We will move forward as follows:

- As soon as possible, PIs/faculty should review their postdoc appointments to identify which full-time postdocs will need salary increases to meet the new minimum. A spreadsheet with postdoc employment data from 8/24/2016 is attached to assist you with this review.
- PIs/faculty are asked to work with their Chairs/Directors and Deans and to the extent possible, cover the unfunded mandate for full-time postdocs making under the new salary minimum from existing funds including: contracts, grants, SRAD, E&G, E&G carry-forward, PI Support, foundation funds, etc.
- In instances where it is impossible to meet this obligation with existing funds, PIs/faculty can petition the Offices of the Provost and the VP for Research via their Chair/Director and Dean for bridge funding to cover the salary shortfall for calendar year 11/18/2016-11/18/2017. Funds should be requested for current appointments, anticipated funding extensions, and outstanding offers.
- To expedite processing and reduce the possibility of confusion, we ask that the Chairs/Directors compile these requests (example attached) from their unit and submit them to their Deans.

- Requests should include:
 - name and employee id of the postdoc;
 - postdoc employee's job code;
 - current salary;
 - Dept ID/Fund/Project #(s) funding the postdoc;
 - dates of appointment;
 - appointment FTE (Full-Time Equivalent);
 - amount of funding assistance requested; and
 - confirmation that no other resources are available in the contract/grant or in other departmental/college funds.
- We expect the Chairs/Directors and Deans to review requests for appropriateness. The Deans should then submit compiled requests directly to Vice President Ostrander, gary@fsu.edu, with a copy to Associate Vice President Olivia Pope, opope@fsu.edu, and Associate Provost Bruce Locke, blocke@fsu.edu, by **October 3, 2016**.

It is anticipated that bridge funding will be available beyond November 2017, however, until FSU has had an opportunity to assess the full impact of these FLSA-related salary increases for full-time postdocs, it is not possible to provide specific guidance for future years at this time. As such, PIs, Deans, and Chairs should write these costs into proposals and budgets for subsequent years.

As a reminder, part-time postdocs who earn less than \$913 per week, will become FLSA nonexempt (overtime eligible) on 11/18/2016 and will be entitled to overtime compensation if they work over 40 hours in a single university workweek. They will also need to track any additional hours worked beyond their regular schedule on their timesheet so any overtime worked can be accurately reported and properly compensated. At a minimum, part-time postdocs must be paid a salary that is proportionate to the new salary minimum for full-time postdocs (prorated by their FTE). For more information, please review the [FLSA FAQ](#) on the HR website.

Questions about postdoc FLSA classification or appointments, should be referred to Rebecca Peterson, rpeterson@fsu.edu, in the Office of Human Resources.

Questions about requests for bridge funding should be referred to Olivia Pope, opope@fsu.edu, in the Office of Research.

Postdoctoral scholar policies can also be found at the [Office of Postdoctoral Affairs](#) website.

CC: Olivia Pope
Bruce Locke
Nancy Marcus
Renisha Gibbs
Paul Harlacher