



FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES
282 Champions Way
PO Box 3062410
Tallahassee, FL 32306-2410
Phone: (850) 644-6034
Fax: (850) 645-4670

TO: Deans, Directors, and Department Heads

FROM: Renisha Gibbs, Assistant Vice President for Human Resources and Finance & Administration Chief of Staff

SUBJECT: FLSA Changes – Final Plan

DATE: October 24, 2016

Changes to the Fair Labor Standards Act (FLSA) overtime rules go into effect at FSU on **November 18, 2016**. The University has finalized its compliance plan. Please share this information with your department as appropriate.

Attached is information to help you understand what is changing.

- **FLSA Department Data Spreadsheet:** This spreadsheet will show you individuals in your department(s) impacted by the FLSA changes. **The spreadsheet will appear blank until you search for your department id number.**
 - The data in the spreadsheet is a snapshot extracted from OMNI HR on October 6, 2016. Any changes in staffing or salary (including merit increases) since that date will not be reflected.
 - This spreadsheet contains sensitive employee data and should only be shared with those who need to know this information for business purposes.
 - Tips on using the spreadsheet are provided below.
- **University-wide FLSA Handout:** This document shows you FSU job codes impacted by the FLSA changes university-wide and indicates whether the job code will remain exempt (not overtime eligible) or be reclassified to nonexempt (overtime eligible).

Next Steps

Department Tasks

1. **Prepare:** Review the data for your department(s).
 - If you have questions, contact Human Resources.
 - You and other managers in your department(s) may get questions from employees. Review information about the FLSA changes on the [Human Resources website](#) to prepare.

- Begin to communicate with impacted employees. Inform them of what is happening, reassure them of their value to your unit, and let them know they will be receiving formal notification from Human Resources later this week by email.
2. **Manager Notification:** Department Heads (Deans, Directors, Department Chairs) are responsible for notifying the managers of impacted employees.
 - The department data spreadsheet identifies the manager of each impacted employee and the manager's email address to assist you. If the manager's position is vacant, the field will be blank. Please ensure that the acting manager is notified.
 - Make sure your managers know which of their employees are impacted.
 - Direct managers to the [Manager Toolkit](#) and other information at www.hr.fsu.edu/flsa.
 3. **Training:** Human Resources is offering FLSA timekeeping training throughout October and November.
 - There is a manager module and a module for impacted employees.
 - **Please encourage impacted employees and managers of nonexempt employees to [attend training](#).**

Human Resources Tasks

1. **System Changes**
 - All FLSA changes reflected in the department data spreadsheet (to FLSA classification or salary) will be implemented centrally by Human Resources (Departments do not need to submit personnel actions).
2. **Impacted Employee Notification:** Human Resources will notify impacted employees by email later this week.
 - The email will direct employees to an FSU qualtrics webpage, which will provide them with a personalized letter telling them how they will be affected and asking them to acknowledge receipt.
 - **Please encourage impacted employees to read and acknowledge this communication.**
3. **Training:** Human Resources will conduct FLSA Timekeeping training.
 - The training schedule is [available here](#). Live and online sessions will be available.
4. **Additional Communication:** Human Resources will announce FLSA-related policy and procedure changes through the Human Resources website and listserv communications.

How to Use the Department Data Spreadsheet

To review your department data: Click on **"Search by Dept ID"** in the top left-hand corner > Enter your 6-digit **department number** > Select **"OK."**

Tips

- You may need to click **"enable content"** when you open the file depending on your security settings.

- You must enter all 6 digits of your department number, including any leading zeros.
- You will only be able to search one department number at a time.
- If you get no results when you enter your department number, this means you have no employees impacted by the FLSA changes. If you believe you are getting no results in error, contact Human Resources.
- **FLSA Status Effective 11/18/16** (column P) shows you the FLSA status for that specific employee once the changes are made.
- Costs associated with an FLSA change are in columns Q-T.

Questions? HR is here to help!

Shelley McLaughlin
 (850) 644-7935
sscopoli@fsu.edu
 FLSA Staff Classification

Rebecca Peterson
 (850) 645-2202
rpeterson@fsu.edu
 FLSA Faculty & Postdoc Classification

Christine Conley
 (850) 644-1978
caconley@fsu.edu
 FLSA Timekeeping

Sarah Mirkin
 (850) 644-6602
smirkin@fsu.edu
 FLSA General



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FLSA Impacted Job Codes—University-wide Final

This document includes information for all job codes impacted by the FLSA regulation changes¹ i.e., job codes which contain employees currently categorized as FLSA exempt who: 1) do not meet the new salary minimum for white collar exemptions (\$913 per week) and 2) do not meet any non-salary based exemptions (such as the teaching exemption).

I. Staff Job Codes (A&P, USPS, OPS – including Postdoctoral Scholars)

A. Salaried Staff Job Codes Becoming Nonexempt

- All employees in these job codes (full-time or part-time) will be reclassified to nonexempt (including individuals making over the new salary minimum).
- Total number of salaried staff becoming nonexempt: **1152**

Total EEs	EEs Under	Job Code	Title	Pay Plan
6	6	2814	Fine Arts Specialist	USPS
4	4	4245	Student Union Activities Spec	USPS
11	11	4264	Student Financial Aid Officer	USPS
8	8	4275	Enrollment Management Officer	USPS
3	3	4280	Academic Program Officer	USPS
17	16	4611	Broadcast Specialist	USPS
4	4	5033	Field Scientist	USPS
7	7	5045	Laboratory Researcher	USPS
6	5	5083	Teaching Laboratory Specialist	USPS
7	6	6582	IT Services Coordinator	USPS
8	6	8724	Industrial Safety& Hlth Officr	USPS
21	21	9215	HR Specialist	A&P
49	43	9218	Accounting Specialist	A&P
5	5	9219	Payroll Specialist	A&P
86	50	9225	Administrative Specialist	A&P
35	34	9232	Enrollment Management Spec	A&P
28	23	9236	Univ Business Admin II	A&P
104	61	9254	Program Coordinator	A&P
36	18	9277	Health & Human Services Spec	A&P
22	20	9282	Student Financial Specialist	A&P
13	8	9291	Training Specialist	A&P
15	14	9293	Cultural Arts Specialist	A&P

¹ All data is from University employment records as of 10/06/2016. Any salary or staffing changes after this date are not reflected.

Total EEs	EEs Under	Job Code	Title	Pay Plan
3	3	9294	Museum Registrar	A&P
4	3	9295	Museum Specialist	A&P
6	4	9309	Development Coordinator	A&P
17	13	9312	News & Public Affairs Spec	A&P
15	10	9313	Marketing Representative	A&P
1	1	9317	Instructional Technologist	A&P
13	8	9339	Data Analyst	A&P
78	62	9388	Media Specialist	A&P
4	4	9394	Academic Mapping Coordinator	A&P
156	141	9396	Academic Program Specialist	A&P
19	15	9402	Event Coordinator	A&P
63	53	9419	IT Support Specialist	A&P
31	21	9425	Grants Compliance Analyst	A&P
2	2	9426	Resource Librarian	A&P
67	59	9427	Student Program Coordinator	A&P
17	17	9428	Library Specialist	A&P
13	13	9450	Career Development Specialist	A&P
58	58	9451	Academic Advisor	A&P
6	2	9455	Campus Services Specialist	A&P
14	9	9458	Facilities Superintendent	A&P
43	27	9476	Athletic Coordinator	A&P
6	4	9488	Procurement Specialist	A&P
8	7	9500	Grants Accounting Coordinator	A&P
13	5	9501	Grants Officer	A&P

B. Staff Job Codes Remaining FLSA Exempt (including Postdoctoral Scholars)

- **All full-time** employees in these job codes will remain exempt.
 - Any full-time employees whose salaries DO NOT meet the new FLSA minimum will receive a **salary adjustment to \$47,658.60**.
- **Any part-time** employees in these job codes whose salaries MEET the new FLSA minimum will **remain exempt**.
 - **All part-time** employees whose salaries DO NOT meet the new FLSA minimum will stay in the job code, but will be **nonexempt** while they earn under the minimum.
- Part-time staff becoming nonexempt due to salary: **9**. These individuals are not reflected in the chart below.

Total EEs	EEs Under	Job Code	Title	Pay Plan
12	4	2111	Programmer	USPS
38	13	4613	Technical_Research Designer	USPS
13	4	4691	Facilities Engineer	USPS
9	3	9214	Senior HR Specialist	A&P
30	5	9220	Senior Accounting Specialist	A&P
12	1	9224	Senior Administrative Specialist	A&P
40	8	9226	Business Analyst	A&P
32	1	9252A	Asst Dir, Administrative Svcs	A&P
3	3	9252C	Asst Dir, Cultural Arts	A&P
66	25	9252D	Asst Director, Acad & Stu Svcs	A&P
23	3	9252M	Asst Dir, Media, Comm & Mrktg	A&P
12	3	9255	Program Manager	A&P
27	3	9300	Scientific Research Specialist	A&P
11	4	9302	Research Scientist	A&P
9	4	9410	Radio_TV Production Specialist	A&P
3	1	9411	ERP Analyst I	A&P
39	6	9415	Application Developer_Designer	A&P
21	9	9417	Network Administrator	A&P
81	16	9418	Technology Specialist	A&P
47	3	9420	Systems Administrator	A&P
18	5	9454	Facilities Specialist	A&P
22	4	9459	Business Manager	A&P
5	1	9481	Network Specialist	A&P
21	5	9483	Athletic Trainer	A&P
13	2	9490	IT Manager	A&P
99	51	M9189	Postdoctoral Associate	OPS
69	44	M9189N	Postdoctoral Assoc Researcher	OPS

C. OPS Staff Job Codes Remaining FLSA Exempt

- **All full-time and part-time** employees in these job codes whose salaries MEET the new FLSA minimum will **remain exempt**. Minimum salary to use exempt version of these codes will be the new FLSA minimum (\$913 per week).
- **All full-time and part-time employees** in these job codes whose salaries DO NOT meet the new FLSA minimum will be reclassified to the equivalent **nonexempt** job code.

Total EEs	EEs Under	Job Code	Title	Pay Plan
3	3	A/T020	Professional Res Asst (Exempt)	OPS
7	5	A/T021	Administ/Executive (Exempt)	OPS
1	1	A/T023	Artistic Creative (Exempt)	OPS

II. Non-Teaching Faculty Job Codes

A. Salaried Non-Teaching Faculty Job Codes Remaining Exempt

- **All full-time** employees in these job codes will remain exempt.
 - Full-time employees whose salaries DO NOT meet the new FLSA minimum will receive a **salary adjustment to \$47,658.60**.
- **Any part-time** employees in these job codes whose salaries MEET the new FLSA minimum will **remain exempt**.
 - **All part-time employees** whose salaries DO NOT meet the new FLSA minimum will stay in the job code, but will be **nonexempt** while they earn under the minimum.
- Part-time faculty becoming nonexempt due to salary: **5**. These individuals are not reflected in the chart below.

Total EEs	EEs Under	Job Code	Title	Pay Plan
25	6	9055AS	Asst Univ Librarian	FAC
15	1	9130AS	Specialist, Computer Research	FAC
65	7	91689S/AS	Assistant in Research	FAC
46	1	9199AS	Faculty Administrator	FAC

B. OPS Non-Teaching Faculty Remaining Exempt

- **All full-time and part-time employees** in these job codes whose salaries MEET the new FLSA minimum will **remain exempt**. Minimum salary to use exempt version of these codes will be the new FLSA minimum (\$913 per week) or a pro-rated salary equivalent to the minimum for part-time employees.
- **All full-time employees** in these job codes whose salaries DO NOT meet the new FLSA minimum will be reclassified to an OPS **nonexempt** job code.
- **All part-time employees** in these job codes whose salaries DO NOT meet the FLSA minimum will be **nonexempt**, while they earn under the minimum.

Total EEs	EEs Under	Job Code	Title	Pay Plan
6	4	908040	Research Faculty I Adj	OPS