**Supervisor/Manager Fact Sheet
Compliance with Department of Labor Increase in Minimum Salary Threshold**

**Reclassification to Non-Exempt Part-Time Academic Appointees Below the DOL Salary Threshold**

Beginning on December 29, 2019, certain part-time 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 (“DOL”) overtime threshold of $684 per week or $35,568 per year.

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. [Include list.]

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 December 29, 2019, non-exempt appointees will be reclassified from being paid on a monthly salaried basis to a biweekly hourly basis.
	1. These appointees will receive their last monthly salaried basis partial paycheck on January 2, 2020 for work between December 1, 2019 through December 28, 2019.
	2. They will receive their first biweekly paycheck on January 22, 2020, for hours worked between December 29, 2019 and January 11, 2020.
	3. Their second biweekly paycheck will be on February 5, 2020, covering the period from January 12, 2020 through January 25, 2020.
	4. Thereafter, they will be paid every 2 weeks on Wednesday, according to UC’s Biweekly Payroll Calendar.
2. Title/job codes are available for non-exempt academic appointees.
	1. Appointees determined to be non-exempt must be appointed in the appropriate non-exempt version of their title no later than January 1, 2020 (the effective date of the new DOL regulation).
	2. Their current monthly salaried appointments must be ended effective December 28, 2019.
	3. New non-exempt salary scales will be issued with an hourly rate.
3. 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.
	1. Please consult with \_\_\_\_\_\_\_\_\_\_ regarding the retention of the timekeeping records, whether in electronic or paper format.
4. Non-exempt appointees will be paid for all hours worked.
5. The work week is defined as Sunday through Saturday.
6. Time worked as well as vacation leave and sick leave hours taken must be recorded in increments of ¼ hour (15 minutes).
7. Overtime and time worked beyond appointment percentage.
	1. 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.
	2. 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.
	3. Overtime will be compensated in pay unless your campus allows for compensatory time arrangements (comp time).
	4. All overtime/additional time worked in excess of appointment percentage must be approved in advance by the supervisor.
		1. If an appointee submits a timesheet that reports non-approved time, they still must be paid for that time.
		2. 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.
8. Other compensable time for non-exempt appointees includes:
	1. *Donning and Doffing.* Time spent changing into or out of protective clothing or engaging in special washing or cleaning procedures is considered time worked.
	2. *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.
	3. *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).