

# FLSA Employee Information

NEW FLSA REGULATIONS | HOW DO THEY AFFECT ME

APRIL 2024



# US Department of Labor

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    - [Fact Sheet #17S](#): Higher Education Institutions and Overtime Pay Under the Fair Labor Standards Act (FLSA)
    - [Fact Sheet #17H](#): Highly-Compensated Workers and the Part 541-Exemptions Under the Fair Labor Standards Act (FLSA)



# Effective Dates



The final rule will increase the standard salary level and the highly compensated employee total annual compensation threshold on the rule's effective date on July 1, 2024, when changes in the methodologies used to calculate these levels become applicable.

The final rule also provides for future updates of these levels every three years to reflect current earnings data.

# Quick Review of Exempt Tests

## HIGHLY COMPENSATED

- The Department's regulations also provide an alternative test for certain highly compensated employees who are paid a salary, earn above a higher total annual compensation level, and satisfy a minimal duties test.
- \$132,964 per year, including at least \$844 per week paid on a salary or fee basis
- The employee's primary duty includes performing office or non-manual work
- The employee customarily and regularly performs at least one of the exempt duties or responsibilities of an exempt executive, administrative or professional employee.
- For example, an employee may qualify as an exempt highly compensated executive if the employee customarily and regularly directs the work of two or more other employees, even though the venhe

# Quick Review of Exempt Tests

Continued

## ADMINISTRATIVE

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# Quick Review of Exempt Tests

Continued

## COMPUTER EMPLOYEE

- Paid at a rate not less than \$844 per week
- The primary duty must consist of:
  1. The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
  2. The design, development, documentation, analysis, creation, testing or modification of computer systems or programs,
  3. The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
  4. A combination of the aforementioned duties, the performance of which requires the same level of skills.

# Quick Review of Exempt Tests

Continued

## PROFESSIONAL

- Learned Professional
  - Paid at a rate not less than \$844 per week or \$43,888 per year
  - Primary duty must be the performance of work requiring advanced knowledge, primarily intellectual in character, and requiring the exercise of discretion and judgment
- Creative Professional
  - Paid at a rate not less than \$844 per week or \$43,888 per year
  - Primary duty must be the performance of work requiring invention, imagination, originality or talent
- Teachers
  - The salary basis requirement does not apply to bona fide teachers



## GRADUATE ASSISTANTS

- Are not subject to the threshold
  - If work is related to course of study or
  - If assisting with research or
  - If work is instructional

## POSTDOCTORAL POSITIONS

- Are not students or teachers
- Are subject to the threshold
  - The President and senior leadership made the decision to bring all Postdoctoral positions to the threshold except for those who are part-time. Part-time will be paid at an hourly equivalent.

- Total annual compensation (or other benefits) not included

# Higher Education

Continued



# Is It Work?

- Evening e-mails
- Eating lunch at desk
- Texting
- Phone calls after work
- On call situation
- Volunteering for homecoming float
- Travel to professional development conference

If it could in anyway be related to professional work,  
reach out for prior approval.

# Job Classification

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# How Do The New Regulations Affect Me?



# Time Sheet

## Show and Tell



### Forms Library

- Time Sheet Instructions
  - [Staff/Non-Exempt Administration Timesheet Instructions](#)
  - [Temporary \(Hourly\) Timesheet Instructions](#)
- Time Sheet Forms
  - [Timesheet 2024](#)
  - [Timesheet 2024 Temporary \(Hourly\)](#)

# Resources



## SITES

- Human Resources



Thank you!