What Is It?
The Fair Labor Standards Act (FLSA) has an important role in the HR Design Strategic Plan. The plan calls for academic staff and university staff employee categories to align with FLSA categories. That is, the academic staff employee category would include all positions that are exempt from FLSA (also known as “salaried” positions) and the university staff category would include all non-exempt (or “hourly” positions).

In order to facilitate this alignment of employment categories based upon status under the FLSA, UW-Madison will be conducting FLSA reviews of all permanent classified exempt positions. There are approximately 1,500 affected positions that will need to be reviewed. Staff members in classified exempt positions that are determined to be exempt after the review will be offered the option of changing their employee category to academic staff.

Who is Conducting the Review?
The Office of Human Resources (OHR) has created a cross-campus team of FLSA experts. The team consists of OHR staff along with one human resources representative from each division.

FLSA experts in each division will:
- Serve as the FLSA contact for employees within their divisions
- Receive advanced training on the FLSA and how to apply it during position analysis
- Lead the FLSA review process within their divisions
How will the FLSA experts know how to conduct the review?

Training was held in June 2014 to teach all FLSA experts on the basics of the law. Additional training was also held in early August 2014 for the FLSA experts on how to conduct the review within their divisions.

Goals of the training sessions include:

- Ensuring consistent application of the FLSA across campus
- Educating HR representatives on the FLSA and ensuring compliance with the law
- Defining a process for the FLSA review of all classified exempt positions on campus

How will employees be notified?

All employees included in the survey will receive communication from their divisional FLSA expert explaining the purpose of the survey. Template memos will be provided to the FLSA experts by the Office of Human Resources.

How will the reviews be conducted?

The review process will be conducted in two phases with the entire survey scheduled for completion by March 2015. All reviews will be documented using the same form across campus. Final determinations will be made by the Office of Human Resources.

More information on FLSA can be found at hrdesign.wisc.edu