The HR Design Strategic Plan offers two important recommendations to align UW employee and Fair Labor Standards Act (FLSA) categories:

- The “academic staff” employee category will include all FLSA-exempt (“salaried”) positions.
- The “university staff” employee category will include all non-exempt (“hourly”) positions.

To align these categories, the UW-Madison will be conducting an FLSA review of all permanent “classified exempt” staff, impacting approximately 1500 personnel.

Classified exempt positions 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?

A cross-campus team of FLSA Experts, including members from the Office of Human Resources (OHR) and one HR representative from each division.

FLSA Experts in each division will:

- Lead the FLSA review process within their division
- Apply FLSA during position analysis
- Serve as the FLSA contact for division employees
What Education Do FLSA Experts Receive in Order to Conduct the FLSA Reviews?

OHR held trainings in June 2014 on FLSA basics with additional training in August 2014 on how to conduct these reviews within their divisions.

The goals of these trainings included:
- Ensuring consistent application of FLSA across campus.
- Educating HR Representatives on FLSA and ensuring compliance with the law.
- Defining a process for the FLSA review of all classified exempt positions on campus.

How will reviews be conducted?

- The review process will be conducted in two phases, with final 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.

How will employees be notified of the review?

Divisional FLSA Experts will communicate with employees to explain the purpose of the survey. OHR will provide template memos to the FLSA Experts.

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