HR Design Update
FLSA/Employee Choice
Fall 2014 Info Sessions

WISCONSIN
UNIVERSITY OF WISCONSIN–MADISON
FLSA/Employee Choice Breakout Agenda

• Who Does it Affect?
• Who Conducts the Review?
• Reason for Change
• Timing of the Rollout
• Employee Choice: A Side-by-Side Comparison
• Frequently Asked Questions

Audience Q&A
Current State:

Academic Staff → Exempt

Classified Staff

Exempt
Non-Exempt
• Academic staff and university staff employees will align with FLSA categories.
  – This:
    • Eliminates artificial distinctions between employees.
    • Provides a clearer, more consistent way to categorize jobs.
    • Puts jobs that require similar levels of judgment and responsibility into the same employee category.
Introduction to the Fair Labor Standards Act (FLSA)

Permanent Classified Exempt Staff

Exempt

University Staff (as long as person remains in current position)

Non-Exempt

Academic Staff

University Staff
Future State

Exempt Vacancies → Academic Staff

Non-Exempt Vacancies → University Staff

Permanent Classified Exempt

University Staff

Academic Staff
UW-Madison will conduct FLSA reviews of permanent classified exempt staff, impacting approximately 1500 employees.

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

Classified exempt employees determined to be exempt after the review will be offered the option of changing their employee category to academic staff.
## FLSA / Employee Choice Implementation / Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter 2014 / 2015</td>
<td>Reviews underway of classified FLSA exempt positions.</td>
</tr>
<tr>
<td>March 1, 2015</td>
<td>Recommendations received by Office of Human Resources (OHR).</td>
</tr>
<tr>
<td>Spring 2015</td>
<td>Employees with classified FLSA exempt positions notified of their choice to move to academic staff.</td>
</tr>
<tr>
<td>Spring / Summer 2015</td>
<td>Employees with classified exempt positions given opportunities to attend optional informational sessions to understand their choice.</td>
</tr>
<tr>
<td>August 1, 2015</td>
<td>First possible effective date for employees who have chosen to move to academic staff from university staff.</td>
</tr>
</tbody>
</table>
# Employee Choice: A Side-by-Side Comparison

## Moving to Academic Staff/Limited Appointment from Classified/University Staff

**For UW-Madison Employees with Positions Determined to be Classified Exempt**

### Continuous Service Date

- Classified/University Staff continuous service date (the date you began state/University employment) will be transferred to academic staff or limited appointment.

### Transfer Period

- The first day to move is August 1, 2015. One can decide to move to academic staff at a later time. There is no deadline for moving to academic staff.

### Benefits

#### Paid Leave

<table>
<thead>
<tr>
<th></th>
<th>Classified/University Staff Exempt</th>
<th>Academic Staff</th>
</tr>
</thead>
</table>
| **Earned Vacation (per year)**^
  **Note:** Employees moving to academic staff retain their earned leave, but may receive a leave payout in some cases. Balances will be reviewed on an individual basis. | Earned vacation based on calendar year (Jan 1 - Dec 31) | Earned vacation based on fiscal year (July 1 - June 30) |
|                   | First 5 Years - 120 hours          | 176 hours     |
|                   | 5-10 Years - 160 hours            |               |
|                   | 10-15 Years - 176 hours           |               |
|                   | 15-20 Years - 200 hours           |               |
|                   | 20+ Years - 216 hours             |               |
| **Banking Vacation**^
  If you have hours banked in your classified/university staff sabbatical account but have 10 years or less of service (and thus are not eligible for banked leave as academic staff), your banked leave will transfer to your new position but you will not be able to bank additional hours until the eligibility requirements are met as academic staff. | | |
|                   | First 5 Years - 0 hours           | First 10 Years - 0 hours |
|                   | 5-15 Years - 40 hours             | 11-25 Years - 40 hours |
|                   | 15-20 Years - 80 hours            | 25+ Years - 80 hours |
|                   | 20+ Years - 120 hours             |               |
| **Vacation/Sabbatical** | | |
| **Vacation Cash Out**^
  May cash out up to 40 hours of unused vacation beginning with your 15th year of service. | | No cash out provision |
| | | |
| **Leave Reporting**
  Submit absences via HRS Time and Labor. Leave reported in hourly increments. | Submit absences monthly via leave report (do not need to report time worked.) If you work full-time, must report leave in half or whole day increments. |
| **Compensatory Time**
  Any comp time from a Classified/University Staff position will be paid out before reassignment. Formal comp time is not allowed in AS/UI appointments. | |
| **Legal Holidays Observed**
  No Change | |
| **Personal Holidays**^
  - If effective date for reassignment to AS/UI is within January 2 - June 30, you will not be granted a new personal holiday allocation and any unused personal holiday will move to your AS/UI position and will expire on June 30th following your date of reassignment.
  - If effective date for reassignment to AS/UI is within July 1 - January 1, you will be granted a NEW allocation of 36 PH hours and any unused PH hours from Classified/University staff position will be paid out. | Granted 36 Personal Holiday hours on January 1 of every year | Granted 36 Personal Holiday hours on July 1 of every year |

### Banking Vacation^

**If you have hours banked in your classified/university staff sabbatical account but have 10 years or less of service (and thus are not eligible for banked leave as academic staff), your banked leave will transfer to your new position but you will not be able to bank additional hours until the eligibility requirements are met as academic staff.**
FLSA/Employee Choice
Frequently Asked Questions

• I am non-exempt. How does this affect me?
• I am currently a classified exempt project employee, and am wondering how the HR Design project will affect me July 1, 2015 and employee classification?
• I keep hearing that classified exempt employees will be given the choice to convert to academic staff. How would I choose between making the switch or not? What would I gain and what would I lose in each scenario?*
• What Questions Do You Have?
Thank You