

## FLSA FAQ's

**1. What changes are being made as part of our ongoing efforts to ensure compliance with the FLSA regulations?**

We have made changes to our procedures to further refine our compliance procedures. We previously implemented time recordkeeping changes for Non-exempt employees that record exact time worked. In addition we have also been in the process of reviewing certain job positions for compliance with the Fair Labor Standards Act (FLSA). As a result of these audits a number of job positions will be re-classified from Exempt to Non-exempt.

**2. Why is this change being made?**

RIT legal counsel has advised us that we must make these changes to ensure compliance with the FLSA.

**3. What is the Fair Labor Standards Act (FLSA)?**

The Fair Labor Standards Act (FLSA) is the primary federal law designed to ensure fair compensation for all individuals through the administration of several wage and hour regulations.

**4. How is a position determined to be one that needs to be reclassified?**

There are several components to the FLSA that outline specific job duties and salary guidelines to qualify for the exemption. For more information please refer to <http://www.dol.gov>.

**5. If my position is reclassified how is my pay affected?**

The amount of your pay will not be affected; however, it will now be re-stated as an hourly rate and not as a weekly salary. You will be paid on the bi-weekly payroll schedule with paydates of every other Friday. The paydate is for the pay period of the prior two weeks ending the previous Thursday.

**6. How does this impact my Benefits?**

Eligibility for benefits (vacation and sick time) will continue as defined for exempt staff for the duration of the individual's employment at RIT. You may see a slight decrease in the per pay period deduction amounts for other Benefits such as Medical, Dental and Life Insurance coverages to adjust for the new payroll calendar of 26 weeks.

**7. How do I record my time?**

There are 4 options to record your time. Your supervisor will determine what the best option is for your specific job. The options are:

- Timeclocks (Staff can use the bar code on their University ID and swipe at the clocks.)
  - Helpful Hint: You can select F1 on the time clock to view your last several punches at that clock.
- Web based punch form (must submit request to Sean Cartwright [stcfa@rit.edu](mailto:stcfa@rit.edu) or at x5-2819, including IP Address, and he will email directions on how to set it up)
- Access to personal timecard (must submit Kronos security form to Sean Cartwright authorized required by employee's supervisor. He will call and spend ~15 walking the user through setting up and using software)
- Paper timecard – least preferred method; must be retained in the department for 7 years, must accurately reflect actual time worked.

**8. I work outside RIT (off campus) for my job, how do I record my time?**

Actual time worked must be recorded. Paper time cards may be used for this purpose.

**9. What is considered overtime?**

Overtime is paid when the total hours an employee has worked in a week exceed 40. Please refer to <http://finweb.rit.edu/humanresources/policies/procedures/premiumpay.html> for all types of premium pay.

**10. What is Shift Premium?**

Whenever employees work four or more hours in the B shift (4 p.m. to midnight) or C shift (midnight to 8:00 a.m.), or other recognized shift configuration, a 75 cents per hour shift premium (shift differential) will be applied to those hours actually worked in either the B or C shift. Please refer to <http://finweb.rit.edu/humanresources/policies/procedures/premiumpay.html> for all types of premium pay.

**11. Does this affect any future positions I may apply for at RIT?**

The FLSA classification is in no way a determination on who can or cannot apply for open positions at RIT. Qualified candidates are chosen based on skills and experience.