

## FLSA SIDE LETTER RE: NON-EXEMPT LIBRARIANS

- A. Full-time Librarians are FLSA-exempt professional appointees. Full-time Librarians do not receive overtime compensation or compensatory time off.
- B. Librarians who have an approved exception to full-time appointment and who earn a salary that is less than the FLSA salary level test are non-exempt hourly and are expected to work hours commensurate with their appointment percentage. The following terms apply:
1. A workweek is a period of time consisting of seven consecutive days. A standard workweek is from Sunday morning (12:01 a.m.) to midnight the following Saturday. Alternate workweeks (beginning and ending on a day other than the above) may be scheduled by the University.
  2. The hourly rate will be determined by dividing the annual rate by 2,088 hours (the number of working hours in a year) and non-exempt librarians will be paid the hourly rate associated with their step on the non-exempt salary scale. The minimum hourly rate for each step is listed in Appendix G.
  3. Non-exempt librarians will be paid on a biweekly pay cycle.
  4. Part-time work schedules are established by the University.
  5. As academic and professional appointees, non-exempt librarians shall record their time worked, vacation leave, and sick leave in 1/4 hour (15 minute) increments on the paper or electronic timesheets provided. Non-exempt librarians shall track the total number of hours or partial hours they work on a daily basis. Non-exempt librarians shall report their time worked at the end of each pay period utilizing local time-keeping practices.
  6. As professional academic employees, non-exempt librarians shall be afforded reasonable flexibility in performing their duties which may occasionally result in working more than their regularly scheduled daily hours.
  7. Non-exempt Librarians who work more than 40 hours in any given week must have advance written authorization from their supervisor prior to working more than 40 hours in any week.
  8. Overtime is actual time worked which exceeds forty (40) hours in a workweek.
  9. Non-exempt librarians who are authorized to work more than 40 hours in a workweek are compensated at one and one-half times (1½X) the straight-time rate for hours worked in excess of forty (40) hours in the scheduled workweek.
    - a. Overtime hours do not count toward accumulation of sick leave, vacation, holiday, or retirement service credit.
    - b. Actual time worked for the purpose of computing overtime does not include hours paid in non-work status, such as sick leave pay, vacation pay, holiday pay, compensatory time, and paid leave of absence.
  10. When a Non-Exempt librarian has two or more appointments which cause the Librarian's total salary to meet or exceed the minimum amount for an FLSA overtime exempt employee, the terms in this Section do not apply.
  11. Travel Time
    - a. Travel time between home and the work place is not time worked.

- b. Assigned travel during a non-exempt librarian's regular working hours on work days is time worked.
  - c. Assigned travel that does not keep a non-exempt librarian away from home overnight, travel time to the first destination and from the final destination, except for the time the non-exempt librarian normally would spend traveling to and from the workplace, counts as time worked.
  - d. Assigned travel that keeps a non-exempt librarian away from home overnight is counted as time worked when it occurs during his/her regular working hours on work days.
  - e. Travel time outside of regular work hours is not time worked, unless the non-exempt librarian performs actual work during that time.
12. Meal periods are not time worked.
13. The University shall place part-time Librarians who become non-exempt into the following title codes:
- 3662 LIBRARIAN-CAREER STATUS NEX
  - 3663 LIBRARIAN-POTNTL CAREER NEX
  - 3664 LIBRARIAN-TEMP STATUS NEX
  - 3666 ASSOC LIBRARIAN-CAREER NEX
  - 3667 ASSOC LIBRARIAN-POTNTL CAR NEX
  - 3668 ASSOC LIBRARIAN-TEMP NEX
  - 3670 ASST LIBRARIAN-CAREER NEX
  - 3671 ASST LIBRARIAN-POTNTL CAR NEX
  - 3672 ASST LIBRARIAN-TEMP STATUS NEX