

Guide to Being an Exempt Staff Member at Rice University

Rice University complies with the provisions of the Fair Labor Standards Act (FLSA) in its employment policies. Staff members are expected to adhere to these policies.

As defined by the FLSA, positions at Rice are either nonexempt or exempt. The Human Resources department determines whether a position is nonexempt or exempt by applying the provisions of the FLSA whenever a new position is created. Nonexempt is the default status under the terms of the Fair Labor Standards Act (FLSA).

DEFINITIONS

Nonexempt Staff (aka Hourly)

- Nonexempt is the default for employees
- In general, nonexempt staff have the following characteristics:
 - are paid on an hourly basis
 - take paid time off (PTO) on the basis of half-hour increments
 - must be paid at the overtime rate (1.5x regularly hourly rate) for any and all time worked that are greater than 40 hours in a workweek

Exempt Staff (aka Salaried)

- Exempt staff are exempt from the FLSA's overtime provision. Exemptions are applied on an exception basis by Human Resources
- In general, exempt staff have all three of the following characteristics:
 - all work responsibilities are executive/managerial, professional, and/or administrative in nature (as described in the Fair Labor Standards Act or FLSA);
 - they are paid on a salaried, rather than hourly basis;
 - and at Rice the weekly salary is at least \$923 per week
- Are not eligible for overtime
- Take time off (PTO) in full day increments

Workweek at Rice

- Is 40 hours (for nonexempt staff)
- Begins at 12:00 a.m. Sunday and ends at 11:59 p.m. on the following Saturday
- Rice has set a general expectation that campus offices will be open for regular business from 8:00 a.m. to 5:00 p.m.

EXEMPT STAFF

Exempt staff are expected:

- to accomplish a job as defined in the career profile and as set out in the supervisor's expectations for the job
- to work whatever work schedule is necessary to successfully complete requirements of the job
- to be present for work during the hours that campus offices are open, unless their supervisor sets and approves an alternative acceptable work schedule
- to complete their work at a level of quality and timeliness that meets the supervisor's expectations, without regard to the time required to perform the work

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Pay and Paid Time off for exempt staff

- Exempt staff must be paid for the full work week regardless of the hours that they work
- Exempt staff are paid on a salary basis twice a month (e.g., for a full time exempt staff member, 1/24th of their annual salary on the 15th of each month, and 1/24 of their annual salary on the last day of each month.)
- Exempt staff use paid time off by the day, not by the hour or half-day
- Exempt staff do not fill out time sheets
- Paid time off and other leaves (i.e. jury duty, bereavement, etc.) are reported by the staff member and reviewed by the supervisor via Esther on a monthly basis
- If exempt staff members work part of a day and are absent from work for a portion of the day, whether it be for a doctor's appointment, to handle a family matter, to attend a religious or social event, etc., they are paid for the full day (because they are paid for the full work week)
- Exempt staff are employed to deliver an expected set of outcomes at an expected quality level, not based upon working a certain number of hours. It is likely that exempt staff will regularly work more than 40 hours each week to get the job done
- Exempt staff are expected to keep their supervisors informed when they expect to be out of the office
- Exempt staff are expected to schedule their vacation and other discretionary paid time off with the department's needs in mind, and with consideration to the expectations of the job