

Date: December 19, 2019

Code: TECHNICAL LETTER
HR/Salary 2019-21

To: Associate Vice Presidents, Human Resources
Associate Vice Presidents, Faculty Affairs
Payroll Managers

Reference: HR 2019-07
Pay Letter 2016-08

From: Tammy Kenber 
Associate Vice Chancellor, Human Resources

Lety Hernandez 
Director, Compensation, Data Analysis, & HRIS

Subject: Applying the New Federal Wage Laws at the CSU

Summary

Effective January 1, 2020, the U.S. Department of Labor (DOL) is implementing revised regulations regarding the exemptions for Executive, Administrative, and Professional employees under the Fair Labor Standards Act (FLSA).

The revised regulations were communicated to campuses in [HR Letter 2019-07](#). This technical letter outlines the impact of these changes to the California State University (CSU).

Action Item

Identify exempt employees who no longer meet the new salary level threshold (\$2,964 per month) and convert to non-exempt status. Impacted employees must be reclassified to the corresponding non-exempt class codes effective January 1, 2020. Employees in exempt classifications paid on an hourly basis, except eligible computer-related professionals paid at least \$27.63 per hour, must also be reclassified to the corresponding non-exempt class codes. A list of non-exempt class codes is provided in Attachment A.

Affected Employee Group(s)/Unit(s)

All exempt employees with a salary below \$2,964 per month, **with the exception of Instructional Faculty (CFA – Unit 3) and Physicians (UAPD – Unit 1)**.

FLSA Changes to the Threshold of the Salary Level Test

Effective January 1, 2020, exempt employees whose salaries are below \$2,964 per month and eligible computer-related professionals paid on an hourly basis below \$27.63 will no longer meet the threshold of FLSA's salary level test and will need to be moved to non-exempt status. Additionally, the compensation level for highly compensated employees will now be \$107,432 per year. Those employees falling below that level who do not meet the criteria for other exemptions will also need to be changed to a non-exempt status.

Exceptions:

Teachers and Employees Practicing Law or Medicine

The new salary threshold does not apply to teachers and employees practicing law or medicine. Attachment B provides a list of the class codes that are **not affected** by the changes to the salary threshold.

Note: In addition to the classifications listed in Attachment B, there may be employees in other classifications that also qualify for the teacher exemption based on their duties; however, the exemption cannot be universally applied to all employees in the classification and must be assessed on an individual basis. Examples include athletic coaches whose primary duty is to instruct student athletes on how to perform their sport.

Distribution:

All Campus Vice Presidents
Office of General Counsel

Compensation/Classification Professionals

Important Considerations

Campuses must review these types of situations carefully to ensure employees are assigned to the correct exemption status.

Employees in Exempt Classifications Paid on an Hourly Basis

Employees paid on an hourly basis may not be in an exempt classification. These employees will need to be identified as non-exempt and classified in the corresponding non-exempt class code. Change in the classification code is solely for salary administration purposes. The change does not have any impact on employee probation periods, permanent status, seniority or layoff. FLSA makes an exception for eligible computer-related professionals paid \$27.63 per hour or more.

Part-time

The salary threshold cannot be pro-rated for part-time employees. Whether employed on a full-time or part-time basis, starting January 1, 2020 an exempt employee must be paid at least \$2,964 per month based on the 12-month equivalency (with the exception of an employee on an alternate pay plan schedule).

Alternate Pay Plan Schedules

The salary threshold may be prorated for employees appointed to alternate pay plan schedules whose salary is paid throughout the year, e.g. 10/12, 11/12, or Academic Year, whose 12-month equivalency is equal to or greater than the new salary threshold. For example, an employee working on a 10/12 pay plan schedule that receives an annual salary of \$35,040 would meet the salary requirements because the 10-month monthly salary is \$3,504 (\$35,040/10 months), even though the monthly amount over 12 months is \$2,920.

For Academic Year employees and Unit 3 employees in 10 month pay plans, the differential between these pay plans and 12-month pay plans is set at 15%. In other words, to determine whether someone in an Academic Year or Unit 3 10-month classification has a salary above the threshold, it is necessary to multiply the salary by 1.15.

Special Consultants

The salary level test of the FLSA exemption regulations require that exempt employees be paid a minimum of \$684 per week or \$2,964 per month. Effective January 1, 2020, and thereafter, Special Consultants paid less than \$684 for the equivalent of 40 hours or \$136.80 per day ($\$684/5 = \136.80) will need to be appointed to the equivalent non-exempt classification (e.g., Special Consultant - NE, class code 8379).

Employees on Leave under the Family and Medical Leave Act

Exempt employees do not lose their FLSA-exempt status by taking unpaid leave under the Family and Medical Leave Act. In a case such as this, the CSU may pay a proportionate part of the full salary for time actually worked.¹ For example, if an exempt employee uses ten hours of unpaid leave in a month under the Family and Medical Leave Act, the campus could deduct the equivalent of ten hours of pay from the employee's normal salary that month without having to change the employee's exempt status, even if the 10-hour reduction causes the salary to fall below the \$2,964 per month.

Multiple Concurrent Appointments

Exempt employees working multiple concurrent time-based² positions may remain exempt if the combined salary of the positions meet the new salary threshold, provided that when combining all the duties, the primary duties remain exempt. If the non-exempt duties are the primary duty, the employee will be non-exempt.

When combining multiple appointments, employees may qualify for the exemption by using a combination of duties from the executive, administrative, professional, outside sales or computer exemptions. Please note that when using the combination exemption, the remaining tests of the exemption (salary basis, salary level) would still apply. For example,

¹ Unit 4 employees are excluded per HR/Leaves 2019/01 <https://cyou.calstate.edu/Policies/HRPolicies/TL-LVS2019-01.pdf>

² Note: Intermittent, temporary (excluding Unit 3), or special payment appointments should not be included.

if the primary duty of the combined appointments is deemed exempt by using a combination of the executive and teacher duties tests, the salary level test would apply; on the other hand, if the primary duty is clearly teaching, no minimum salary will be required.

Example: An employee works as an Administrator II and as a Lecturer at the same campus:

Administrator II = .5 time base; actual salary = \$2,400
Lecturer = .2 time base; actual salary = \$ 960
Total salary = \$3,360

After combining the appointments, it is determined that the managerial duties are the primary duty of the employee, therefore the employee qualifies under the executive duties test which requires a minimum salary of \$2,964 per month. When both appointments are combined, the salary exceeds the salary threshold, therefore, the employee remains exempt.

Multiple Concurrent Appointments across Two or More Campuses

In the cases where employees have multiple concurrent time-based appointments across multiple campuses, all campuses involved must coordinate to determine if the primary duty of the combined appointments remain exempt and when needed, if the combined salaries meet the salary threshold. If these tests are met, all concurrent appointments at all affected campuses can remain exempt.

Example: An employee has two concurrent appointments as an AA/S at two campuses – both appointments meet the administrative duties test:

Appointment # 1 = .5 time base; actual salary = \$2,100
Appointment # 2 = .5 time base; actual salary = \$2,100
Total salary = \$4,200

If viewed separately, neither appointment would meet the new salary threshold; however, when combined, the total salary exceeds the new salary threshold. Therefore, the employee remains in an exempt status at both campuses.

Campus Implementation Considerations

- **Identify employees that need to be converted to non-exempt status (exempt employees that no longer meet the new salary level test).**

The CIRS report listed below provides campuses with a list of potentially affected exempt employees due to the new salary threshold. Campuses are responsible for validating the information provided.

- **FOCFLA1:** This report is located in the CIRS Common Library. FOCFLA1 reports all exempt-classified employees at the respective campus and identifies the appointments with a current salary below \$2,964/month (the data reported will be as of the Friday prior to the date the report is run). The report identifies the employee's SSA, campus, name, CBID, class code, position number, class title, base pay, FTE, salary (base pay x FTE), normalized base pay (12-month equivalent), normalized salary (normalized base pay x FTE), threshold, time base, salary per, pay plan, range, salary range min and max and separation code.
 - Column M "Threshold" identifies if the normalized salary is "over" or "below" the salary threshold:
 - Below: The normalized salary is less than \$2,964/month.
 - Over: The normalized salary is equal to or greater than \$2,964/month.
 - N/A: Identifies if the employee is appointed in a classification(s) listed in Attachment B that are excluded from the salary level test.

- Please note: All exempt appointments are reported regardless of whether they meet the salary threshold or not, because multiple concurrent appointments may be combined to meet the salary level test. Please refer to paragraph on “Multiple Concurrent Appointments” in this document.
- **Provide written notification to affected employees.**
 - Employees changing from exempt to non-exempt status will need to be informed of the new FLSA regulation and what this means to them.
 - A sample communication to send affected employees is provided in Attachment C. The attached example can be modified as deemed appropriate.
- **Assign affected employees to non-exempt class codes.**
 - Due to the changes to the salary threshold, employees currently in an exempt classification may need to be assigned to a non-exempt status even when their position continues to meet the duties test. If this occurs, in order to track the change in exemption status of the affected employee, class codes have been developed that correspond with each existing exempt class code. To assist in this effort, a conversion map that identifies the existing exempt class code to the new corresponding non-exempt class code is provided in Attachment A.
 - The corresponding class codes have been added to the CSU Salary Schedule and are available for campus keying.
 - **The following processing instructions are provided in Attachment D:**
 - I – Change from Exempt to Non-Exempt Class Code**
 - II – Increase Salary Rate to Maintain Exempt Status in Existing Class Code**
 - The new classifications will have no effect on an individual’s pay rate.
 - Change in the classification code is solely for salary administration purposes. The change does not have any impact on employee probation periods, permanent status, seniority or layoff.
 - At any time an employee meets the salary threshold and the other aspects of an exemption, the employee may be moved to the corresponding exempt classification.

The FLSA and CSU Collective Bargaining Agreements

The CSU and its employee unions can negotiate more generous provisions than provided in the FLSA. Where the FLSA is more generous, the FLSA provisions supersede provisions of a collective bargaining agreement. Refer to the collective bargaining agreements for supplemental information regarding work hours, overtime, and compensatory time off.

Additional Resources

FLSA resources including the new DOL regulations can be found under “Fair Labor Standards Act” on the Systemwide Human Resources CSYou Web site at: <https://csyou.calstate.edu/Tools/HR/SalaryProgram/Pages/flsa.aspx>.

[HR/Salary 2003-03](#): Overtime Provisions – Multiple Concurrent Positions

[HR 2013-01](#): Compensable Time for Non-Exempt Employees Authorized to Travel on Official University Business

[HR 2002-05](#): Additional Employment Policy

Please direct Faculty related questions to Michael Caldwell at (562) 951-4962. All other questions should be directed to Lety Hernandez at (562) 951-4282.

This document is available on the Human Resources Management’s CSYou Web site at:
<https://csyou.calstate.edu/Policies/HRPolicies/Forms/Default.aspx>.

TK/LH/kj

Attachments

Mapping Codes - Exempt to Non-Exempt Class Codes

Unit	Exempt Class		Non-Exempt Class		
	Class Code	Title	Class Code	Range Code*	Title
C99	1178	Confidential Administrative Support - 10/12	8366	2 and 3	Confidential Administrative Support - 10/12 - NE
C99	1177	Confidential Administrative Support - 11/12	8367	2 and 3	Confidential Administrative Support - 11/12 - NE
C99	1176	Confidential Administrative Support - 12 Month	8368	2 and 3	Confidential Administrative Support - 12 Month - NE
C99	1175	Confidential Technical Support - 10/12	8369	2 and 3	Confidential Technical Support - 10/12 - NE
C99	1174	Confidential Technical Support - 11/12	8370	2 and 3	Confidential Technical Support - 11/12 - NE
C99	1173	Confidential Technical Support - 12 Month	8371	2 and 3	Confidential Technical Support - 12 Month - NE
C99	1148	Presidential Aide	8372	1, 6, and 8	Presidential Aide - NE
E99	1970	Early Childhood Master Teacher	8373	1, 6, and 8	Early Childhood Master Teacher - NE
E99	2336	Excluded 403B Deduction Monthly	8374	0	Excluded 403B Deduction Monthly - NE
E99	2944	Legislative/Executive Fellow	8377	0	Legislative/Executive Fellow - NE
E99	2351	Research Fellow	8378	0	Research Fellow - NE
E99	4660	Special Consultant	8379	0	Special Consultant - NE
E99	4760	Special Consultant - ACA	8380	0	Special Consultant - ACA - NE
M80	3318	Administrator I	8381	1, 2, 6, and 8	Administrator I - NE
M80	3319	Administrator I - Academic Year	8382	0	Administrator I - Academic Year - NE
M80	3312	Administrator II	8383	1, 2, 6, and 8	Administrator II - NE
M80	3313	Administrator II - Academic Year	8384	0	Administrator II - Academic Year - NE
M80	3306	Administrator III	8385	1, 2, 6, and 8	Administrator III - NE
M80	3307	Administrator III - Academic Year	8386	0	Administrator III - Academic Year - NE
M80	3300	Administrator IV	8387	1, 2, 6, and 8	Administrator IV - NE
M80	3301	Administrator IV - Academic Year	8388	0	Administrator IV - Academic Year - NE
M80	3325	Advisor To The Board Of Trustees	8389	0	Advisor To The Board Of Trustees - NE
M80	3320	CMA Administrator I - Cruise - AY	8390	0	CMA Administrator I - Cruise - AY - NE
M80	3321	CMA Administrator I - 2nd Cruise - AY	8391	0	CMA Administrator I - 2nd Cruise - AY - NE
M80	3314	CMA Administrator II - Cruise - AY	8392	0	CMA Administrator II - Cruise - AY - NE
M80	3315	CMA Administrator II - 2nd Cruise - AY	8393	0	CMA Administrator II - 2nd Cruise - AY - NE
M80	3308	CMA Administrator III - Cruise - AY	8394	0	CMA Administrator III - Cruise - AY - NE
M80	3309	CMA Administrator III - 2nd Cruise - AY	8395	0	CMA Administrator III - 2nd Cruise - AY - NE
M80	3302	CMA Administrator IV - Cruise - AY	8396	0	CMA Administrator IV - Cruise - AY - NE
M80	3303	CMA Administrator IV - 2nd Cruise - AY	8397	0	CMA Administrator IV - 2nd Cruise - AY - NE
R01	0605	Veterinarian I	8399	1, 6, and 8	Veterinarian I - NE
R01	0608	Veterinarian II	8400	1, 6, and 8	Veterinarian II - NE
R02	8181	Athletic Trainer I - AY	8401	0	Athletic Trainer I - AY - NE
R02	8180	Athletic Trainer I - 12 Month	8402	1, 6, and 8	Athletic Trainer I - 12 Month - NE
R02	8186	Athletic Trainer II - AY	8403	0	Athletic Trainer II - AY - NE
R02	8185	Athletic Trainer II - 12 Month	8404	1, 6, and 8	Athletic Trainer II - 12 Month - NE
R02	8191	Head Athletic Trainer - AY	8405	0	Head Athletic Trainer - AY - NE
R02	8190	Head Athletic Trainer - 12 Month	8406	1, 6, and 8	Head Athletic Trainer - 12 Month - NE
R02	8147	Health Educator	8407	1, 6, and 8	Health Educator - NE
R02	8166	Nurse Practitioner	8408	1, 6, and 8	Nurse Practitioner - NE
R02	8165	Nurse Practitioner - 10 Month	8409	1 and 8	Nurse Practitioner - 10 Month - NE
R02	7992	Pharmacist I	8410	1, 6, and 8	Pharmacist I - NE

Mapping Codes - Exempt to Non-Exempt Class Codes

Unit	Exempt Class		Non-Exempt Class		
	Class Code	Title	Class Code	Range Code*	Title
R02	7991	Pharmacist I - 10 Month	8411	1 and 8	Pharmacist I - 10 Month - NE
R02	7993	Pharmacist II	8412	1, 6, and 8	Pharmacist II - NE
R02	8161	Physician Assistant	8413	1, 6, and 8	Physician Assistant - NE
R02	8130	Registered Dietitian	8414	1, 6, and 8	Registered Dietitian - NE
R02	8151	Registered Nurse I	8415	1, 6, and 8	Registered Nurse I - NE
R02	8150	Registered Nurse I - 10 Month	8416	1 and 8	Registered Nurse I - 10 Month - NE
R02	8154	Registered Nurse II	8417	1, 6, and 8	Registered Nurse II - NE
R02	8153	Registered Nurse II - 10 Month	8418	1 and 8	Registered Nurse II - 10 Month - NE
R02	8157	Registered Nurse III	8419	1, 6, and 8	Registered Nurse III - NE
R02	8156	Registered Nurse III - 10 Month	8420	1 and 8	Registered Nurse III - 10 Month - NE
R02	7976	Speech Pathologist	8421	1, 6, and 8	Speech Pathologist - NE
R03	2378	Coach - Academic Year	8435	0	Coach - Academic Year - NE
R03	2377	Coach - 10 Month	8436	0	Coach - 10 Month - NE
R03	2376	Coach - 12 Month	8437	0	Coach - 12 Month - NE
R03	2375	Head Coach - Academic Year	8448	0	Head Coach - Academic Year - NE
R03	2374	Head Coach - 10 Month	8449	0	Head Coach - 10 Month - NE
R03	2373	Head Coach - 12 Month	8450	0	Head Coach - 12 Month - NE
R03	2919	Librarian - 10 Month	8479	2, 3, 4, and 5	Librarian - 10 Month - NE
R03	2920	Librarian - 12 Month	8480	2, 3, 4, and 5	Librarian - 12 Month - NE
R03	2926	Librarian, Program Services - 10 Month	8481	4 and 5	Librarian, Program Services - 10 Month - NE
R03	2927	Librarian, Program Services - 12 Month	8482	4 and 5	Librarian, Program Services - 12 Month - NE
R03	3070	Student Services Professional, Academic-Related I - 12 Month	8502	0	Student Services Professional, Academic-Related I - 12M - NE
R03	3071	Student Services Professional, Academic-Related I - AY	8503	0	Student Services Professional, Academic-Related I - AY - NE
R03	3072	Student Services Professional, Academic-Related II - 12 Month	8504	0	Student Services Professional, Academic-Related II - 12M - NE
R03	3073	Student Services Professional, Academic-Related II - AY	8505	0	Student Services Professional, Academic-Related II - AY - NE
R03	3075	Student Services Professional, Academic-Related III - AY	8506	0	Student Services Professional, Academic-Related III - AY - NE
R03	3074	Student Services Professional, Academic-Related III - 12 Month	8507	0	Student Services Professional, Academic-Related III - 12 - NE
R03	2913	Supervising Librarian - 10 Month	8510	3, 4, and 5	Supervising Librarian - 10 Month - NE
R03	2914	Supervising Librarian - 12 Month	8511	3, 4, and 5	Supervising Librarian - 12 Month - NE
R04	2802	Educational Television Program Director	8518	1, 6, and 8	Educational Television Program Director - NE
R04	5181	Extended Education Specialist I	8519	1, 6, and 8	Extended Education Specialist I - NE
R04	5182	Extended Education Specialist II	8520	1, 6, and 8	Extended Education Specialist II - NE
R04	3082	Student Services Professional II	8521	1 and 6	Student Services Professional II - NE
R04	3083	Student Services Professional II - Academic Year	8522	0	Student Services Professional II - Academic Year - NE
R04	3081	Student Services Professional II - 10 Month	8523	1 and 8	Student Services Professional II - 10 Month - NE
R04	3084	Student Services Professional III	8524	1 and 6	Student Services Professional III - NE
R04	3085	Student Services Professional III - Academic Year	8525	0	Student Services Professional III - Academic Year - NE
R04	3088	Student Services Professional III - 10 Month	8526	1 and 8	Student Services Professional III - 10 Month - NE
R04	3086	Student Services Professional IV	8527	1 and 6	Student Services Professional IV - NE
R04	3087	Student Services Professional IV - Academic Year	8528	0	Student Services Professional IV - Academic Year - NE
R04	3089	Student Services Professional IV - 10 Month	8529	1 and 8	Student Services Professional IV - 10 Month - NE

Mapping Codes - Exempt to Non-Exempt Class Codes

Unit	Exempt Class		Non-Exempt Class		
	Class Code	Title	Class Code	Range Code*	Title
R09	4555	Accountant II	8531	1, 6, and 8	Accountant II - NE
R09	4556	Accountant III	8532	1, 6, and 8	Accountant III - NE
R09	1036	Administrative Analyst/Specialist - 10/12	8533	2, 3, and 4	Administrative Analyst/Specialist - 10/12 - NE
R09	1037	Administrative Analyst/Specialist - 11/12	8534	2, 3, and 4	Administrative Analyst/Specialist - 11/12 - NE
R09	1038	Administrative Analyst/Specialist - 12 Month	8535	2, 3, and 4	Administrative Analyst/Specialist - 12 Month - NE
R09	0402	Analyst/Programmer - 10/12	8536	2 and 3	Analyst/Programmer - 10/12 - NE
R09	0401	Analyst/Programmer - 11/12	8537	2 and 3	Analyst/Programmer - 11/12 - NE
R09	0400	Analyst/Programmer - 12	8538	2 and 3	Analyst/Programmer - 12 - NE
R09	5784	Associate, Academic and Institutional Studies I	8539	1, 6, and 8	Associate, Academic and Institutional Studies I - NE
R09	5783	Associate, Academic and Institutional Studies II	8540	1, 6, and 8	Associate, Academic and Institutional Studies II - NE
R09	5787	Associate, Academic and Institutional Studies III	8541	1, 6, and 8	Associate, Academic and Institutional Studies III - NE
R09	0852	Broadcast Engineer - 10/12	8542	0	Broadcast Engineer - 10/12 - NE
R09	0851	Broadcast Engineer - 11/12	8543	0	Broadcast Engineer - 11/12 - NE
R09	0850	Broadcast Engineer - 12 Month	8544	0	Broadcast Engineer - 12 Month - NE
R09	6970	Diving Safety Officer	8547	1, 6, and 8	Diving Safety Officer - NE
R09	5250	EOP Special Assistant	8548	1, 6, and 8	EOP Special Assistant - NE
R09	0627	Farm Supervisor I	8550	1, 6, and 8	Farm Supervisor I - NE
R09	5330	Federal Programs Coordinator	8551	1, 6, and 8	Federal Programs Coordinator - NE
R09	0422	Information Technology Consultant - 10/12	8553	2 and 3	Information Technology Consultant - 10/12 - NE
R09	0421	Information Technology Consultant - 11/12	8554	2 and 3	Information Technology Consultant - 11/12 - NE
R09	0420	Information Technology Consultant - 12	8555	2 and 3	Information Technology Consultant - 12 - NE
R09	0812	Media Production Specialist - 10/12	8558	3	Media Production Specialist - 10/12 - NE
R09	0811	Media Production Specialist - 11/12	8559	3	Media Production Specialist - 11/12 - NE
R09	0810	Media Production Specialist - 12 Month	8560	3	Media Production Specialist - 12 Month - NE
R09	0432	Network Analyst - 10/12	8561	2 and 3	Network Analyst - 10/12 - NE
R09	0431	Network Analyst - 11/12	8562	2 and 3	Network Analyst - 11/12 - NE
R09	0430	Network Analyst - 12	8563	2 and 3	Network Analyst - 12 - NE
R09	0412	Operating Systems Analyst - 10/12	8564	2 and 3	Operating Systems Analyst - 10/12 - NE
R09	0411	Operating Systems Analyst - 11/12	8565	2 and 3	Operating Systems Analyst - 11/12 - NE
R09	0410	Operating Systems Analyst - 12	8566	2 and 3	Operating Systems Analyst - 12 - NE
R09	0802	Public Affairs/Communication Specialist - 10/12	8567	2 and 3	Public Affairs/Communication Specialist - 10/12 - NE
R09	0801	Public Affairs/Communication Specialist - 11/12	8568	2 and 3	Public Affairs/Communication Specialist - 11/12 - NE
R09	0800	Public Affairs/Communication Specialist - 12 Month	8569	2 and 3	Public Affairs/Communication Specialist - 12 Month - NE
R09	3801	Radiation Safety Officer	8570	1, 6, and 8	Radiation Safety Officer - NE
R09	5680	Research Technician III	8571	1, 6, and 8	Research Technician III - NE
R09	5284	Senior Budget Analyst	8572	1, 6, and 8	Senior Budget Analyst - NE
R09	6725	Senior Planner/Estimator/Scheduler	8573	1, 6, and 8	Senior Planner/Estimator/Scheduler - NE
R09	2572	Space and Facilities Utilization Specialist	8574	1, 6, and 8	Space and Facilities Utilization Specialist - NE
R13	1350	Core ELP Instructor	8575	0	Core ELP Instructor - NE

* Refer to CSU Salary Schedule for Range Code definitions

**Class Codes Excluded from the Minimum Salary Threshold
 Effective January 1, 2020**

CBID	Class Code	Classification Title
E99	2363	Instructional Faculty, Extension Non-Credit
	2563	Instructional Faculty, Extension Non-Credit - ACA
R01	7737	Physician – Primary Care
	7750	Physician – Specialty Services
R03	0350	CMA Continuing Education Instructor
	0551	CMA Department Chair -2nd Cruise- AY
	0351	CMA Department Chair -Cruise -AY
	0552	CMA Department Chair Lead Maritime Vocational Instructor -2cr
	0352	CMA Department Chair Lead Maritime Vocational Instructor -Cr
	0353	CMA Department Chair Lead Maritime Vocational Instructor -Nc
	0554	CMA Department Chair Maritime Vocational Instructor-2cr-AY
	0354	CMA Department Chair Maritime Vocational Instructr-Cruise-AY
	0355	CMA Department Chair Maritime Vocational Instructr-Noncrse-AY
	0356	CMA Instructional Faculty -Cruise-AY
	0556	CMA Instructional Faculty-2nd Cruise-AY
	0357	CMA Lecturer-Cruise - AY
	0557	CMA Lecturer-2nd Cruise - AY
	2362	Demonstration Instructional Faculty
	2662	Demonstration Instructional Faculty - ACA
	2481	Department Chair - 12 Month
	2482	Department Chair - Academic Year
	7894	Department Chair, Statewide Nursing Program -Academic Year
	2282	Department Chair, Summer Term
	2337	Faculty Unit 403b Deduction Monthly
	2403	FT Faculty Unit - Additional Employment
	2388	Grant-Related/Specially Funded Instructional Faculty - 12mo
	2387	Grant-Related/Specially Funded Instructional Faculty - AY
2361	Instructional Faculty - 12 Month	
2360	Instructional Faculty - Academic Year	
2399	Instructional Faculty - Academic Year *	
2402	Instructional Faculty - Summer Arts Program	
2502	Instructional Faculty - Summer Arts Program - ACA	
2395	Instructional Faculty, Chairman, Academic Senate	
1195	Instructional Faculty, Director, Institute For Tchng/Learning	
2394	Instructional Faculty, Executive Committee, Academic Senate	
2523	Instructional Faculty, Ext. For Credit - ACA - G Rate	

CBID	Class Code	Classification Title
R03	2323	Instructional Faculty, Extension -For Credit
	2423	Instructional Faculty, Extension For Credit - ACA
	2368	Instructional Faculty, Extra Quarter Assignment, Qsyro
	2364	Instructional Faculty, Overseas Contract Assignment
	2322	Instructional Faculty, Special Programs -For Credit
	2422	Instructional Faculty, Special Programs For Credit - ACA
	2310	Instructional Faculty, Statewide Nursing Program -Academic Yr
	2390	Instructional Faculty, Summer Quarter Assignment
	2357	Instructional Faculty, Summer Session - Extension
	2457	Instructional Faculty, Summer Session - State Support
	2757	Instructional Faculty, Summer Session - State Support - ACA
	2557	Instructional Faculty, Summer Session, Extension - ACA
	2160	Instructional Faculty, Summer Term
	2359	Lecturer - 12 Month
	2358	Lecturer - Academic Year
	2458	Lecturer - Academic Year, Cal State Teach
	2369	Lecturer, Overseas Contract Assignment - 12 Month
	2308	Lecturer, Statewide Nursing Program -Academic Year
	2158	Lecturer, Summer Term
	0392	Maritime Vocational Instructor -12 Month
	0362	Maritime Vocational Instructor -Cruise -AY
	0391	Maritime Vocational Instructor IV - 12 Month
	0358	Maritime Vocational Instructor IV -Cruise-AY
	0359	Maritime Vocational Instructor IV -Noncruise-AY
	0558	Maritime Vocational Instructor IV-2nd Cruise-AY
	0363	Maritime Vocational Instructor -Noncruise -AY
	0562	Maritime Vocational Instructor-2nd Cruise-AY
	0393	Maritime Vocational Lecturer -12 Month
	0364	Maritime Vocational Lecturer -Cruise -AY
	0360	Maritime Vocational Lecturer IV -Cruise-AY
	0361	Maritime Vocational Lecturer IV -Noncruise-AY
	0560	Maritime Vocational Lecturer IV-2nd Cruise-AY
	0365	Maritime Vocational Lecturer -Noncruise -AY
	0564	Maritime Vocational Lecturer-2nd Cruise-AY
	2365	Music Studio Instructional Faculty
	2465	Music Studio Instructional Faculty - ACA
	2321	Resident Director, International Programs - 12 Month
	2320	Resident Director, International Programs - Academic Year
	2356	Substitute Instructional Faculty
	2456	Substitute Instructional Faculty - ACA

CBID	Class Code	Classification Title
R03	2391	Visiting Faculty - 12 Month
	2393	Visiting Faculty - Academic Year
	2463	Vocational Instructor - 10 Month
	2464	Vocational Instructor - 12 Month
	2462	Vocational Instructor - Academic Year
	2466	Vocational Instructor, Overseas Contract Assignment-12 Month

Sample Communication to Employee

Exempt to Non-Exempt

Dear [Employee Name],

The Fair Labor Standards Act is a federal law that governs whether employees receive overtime pay. The California State University (CSU) is required to comply with provisions of the Fair Labor Standards Act (FLSA).

As an exempt employee, you are currently exempt from being paid overtime under the federal FLSA, due to your job duties and your salary.

Effective January 1, 2020, the regulations under the FLSA have been amended and significantly increase the minimum salary requirement for exempt employees. The new regulations have increased the minimum salary requirement from \$455 per week (\$1,971.66 per month or \$23,660 per year) to \$684 per week (\$2,964 per month or \$35,568 per year).

This letter is to inform you that, in accordance with the final ruling, your FLSA status must be changed from exempt to non-exempt. The change is effective January 1, 2020. There will be no change to your current salary. Your job title and job duties will not change; and there is no impact to your benefits.

As a non-exempt employee you will now be subject to all the provisions of the Collective Bargaining Agreement that apply to non-exempt employees. Consequently, there will be changes under the terms of that Agreement to the way that you report hours worked and leaves taken. You will now also be covered by the provisions in the Collective Bargaining Agreement that establish eligibility for overtime at a rate of time and a half for all hours worked in excess of 40 hours per work week. **Your manager will review with you the requirements for recording your hours and obtaining prior approval for overtime hours.**

The change of your FLSA designation to non-exempt is necessary to comply with the Department of Labor's ruling on overtime regulations.

Please do not hesitate to contact [insert contact name or Human Resources] at [phone number] with any questions regarding your FLSA status or any other questions regarding the impact of the new overtime rule.

Sincerely,

[Contact Name]

[Title]

CC: Employee's Manager
Personnel File

PROCESSING INSTRUCTIONS

I – CHANGE FROM EXEMPT TO NON-EXEMPT CLASS CODE

PAY SCALES IMPACT:	
Change Summary:	N/A
Class Code(s):	N/A
CBID:	N/A
Pay Scales Effective Date:	N/A
Date in Production:	N/A
Pay Letter:	N/A

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	<ul style="list-style-type: none"> Beginning December 1, 2019. Campus keying must be completed by no later than December 19, 2019 (pay period master payroll cutoff date) for changes effective January 2020 pay period (January 1, 2020 issue date).
Effective Date (Item 210):	01/01/20
PIMS Transaction Code (Item 205):	CRO
Class (Item 122)	XXXX Enter new corresponding non-exempt class code
EH Remarks (Item 215)	FLSATL2019-21
Pay Form:	Not Applicable. No change in employee salary rate for class code change.
Pay Amount:	N/A
Employees on Leave:	<ul style="list-style-type: none"> Class code change is effective 01/01/20, for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 01/01/20. Class code change for other employees on leave (non-pay status) are to be keyed by the campus via CRO transaction, effective the date the employee returns to pay status. Post the CRO transaction subsequent to (e.g., on top of) the reinstatement from leave transaction.
Additional Information:	<ul style="list-style-type: none"> Refer to Attachment A to determine appropriate corresponding non-exempt class code. Refer to CIRS reports noted in technical letter to assist in identifying employees who will be impacted by the new salary threshold.

CMS PROCESSING INFORMATION:	
Workforce Administration:	<ul style="list-style-type: none"> • Action Reasons: <ul style="list-style-type: none"> ○ POS/CCV (CRO: Position Level/Classification Conversion) ○ DTA/CCV (CRO: Data Change/Classification Conversion) • Effective Date: 01/01/20 • Job Code (Item 122): Update as appropriate • Union Code(s): C99, E99, M80, R01, R02, R03, R04, R09, R13 • Empl History Remarks: FLSATL2019-21
Temporary Faculty:	N/A
Benefits:	N/A
Time and Labor:	Pay Group: Update as appropriate
Leave Accounting:	N/A
Absence Management:	AM Pay Group: Update as appropriate
Labor Cost Distribution:	N/A
Additional Instructions:	Process leaves as noted above using Action/Reasons: STD/ND3-Short Term Disability with PAY/NDI, Catastrophic Leave or STD/ND4-Short Term Disability with PAY/NDI, New NDI Period Cat Leave as appropriate.

PROCESSING INSTRUCTIONS

II – INCREASE SALARY RATE TO MAINTAIN EXEMPT STATUS IN EXISTING CLASS CODE

PAY SCALES IMPACT:	
Change Summary:	N/A
Class Code(s):	N/A
CBID:	N/A
Pay Scales Effective Date:	N/A
Date in Production:	N/A
Pay Letter:	N/A

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	<ul style="list-style-type: none"> Beginning December 1, 2019. Campus keying must be completed by no later than December 19, 2019 (pay period master payroll cutoff date) for salary increase change effective January 2020 pay period (January 1, 2020 issue date).
Effective Date (Item 210):	01/01/20
PIMS Transaction Code (Item 205):	CRO
EH Remarks (Item 215)	HR/SA2019-21
Alternate Salary Range (Item 335)	To indicate the appropriate range code within a class when the class has more than one range, e.g., 1-9 or leave blank if zero.
Pay Form:	Base salary increase
Pay Amount:	Will vary based upon amount of increase.
Assigned Salary Rate (Item 820)	Enter new based-on salary rate.
Employees on Leave:	<ul style="list-style-type: none"> Salary increase change is effective 01/01/20, for employees on NDI supplementing with Catastrophic Leave (S49 Transaction, Item 957 = 40) on 01/01/20. Salary increase change for other employees on leave (non-pay status) are to be keyed by the campus via CRO transaction, effective the date the employee returns to pay status. Post the CRO transaction subsequent to (e.g., on top of) the reinstatement from leave transaction.
Additional Information:	<ul style="list-style-type: none"> Refer to CIRS reports noted in technical letter to assist in identifying employees who may be impacted by the new salary threshold.

CMS PROCESSING INFORMATION:	
Workforce Administration:	<ul style="list-style-type: none"> • Action Reason: <ul style="list-style-type: none"> ○ PAY/CCV (CRO: Pay Rt Chg/Class Conversion) • Effective Date: 01/01/20 • Union Code(s): C99, E99, M80, R01, R02, R03, R04, R09, R13 • Compensation Rate (Item 820): Update to new based-on salary rate • Empl History Remarks: HR/SA2019-21
Temporary Faculty:	N/A
Benefits:	N/A
Time and Labor:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	<ul style="list-style-type: none"> • Additional information to be provided in a future CMS communication. • Process leaves as noted above using Action/Reasons: STD/ND3-Short Term Disability with PAY/NDI, Catastrophic Leave or STD/ND4-Short Term Disability with PAY/NDI, New NDI Period Cat Leave as appropriate.