Illinois Human Resources
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

Department of Labor (DOL) Phase II FLSA Threshold (Effective January 1, 2025) Employee Position Analysis Worksheet Supervisor Consideration Guide

This document is intended to be a **guide** for units and supervisors to utilize consistent criteria for all job-related factors that impact the employee's status under the Fair Labor Standards Act (FLSA). This assessment should help units determine whether to raise the employee's salary to meet the new FLSA salary threshold OR move the employee to a salaried non-exempt position that requires tracking of time and pay for overtime hours.

For part-time employees, the FLSA guidelines do not allow for proration based on FTE. Therefore, we anticipate most part-time employees will move to salaried non-exempt. We must then pay for any hours worked beyond the FTE, as well as overtime hours.

Completion of this form as directed by your college/MAU is not intended to be a final decision. This assessment does not affect an employee's classification in or exemption from the State Universities Civil Service System (SUCSS). Colleges/MAUs and/or IHR may use this information to complete a holistic review of the impact across campus. Such reviews will focus on completeness and potential for adverse impact.

Employee Name:	UIN:	Title:
FTE:	Salary:	E-class:

EMPLOYEE CONSIDERATIONS – Full-Time and Part-Time Employee Assessment

Is the employee 100% full-time employee? *Yes/No*	
If no and the employee is part-time, does the employee hold more than one paid, FTE-bearing appointment to make them 100% total? *If so, please describe and note where the other jobs* are held.* **Overtime approvals/charges will be impacted if a person holds multiple jobs.*	
If you feel your part-time employee's salary should be increased to the threshold, please explain.	

Leave Reporting Considerations

The determination to increase the employee's salary OR move them to salaried non-exempt will impact overtime eligibility, time reporting requirements, and paid leave benefits usage. The following chart provides a high-level summary of the proposed impact:

	New Classification	**Overtime Eligible (OT)**	**Positive Time Reporting**	**Timesheet Reporting**	**Leave Accruals**	**Leave Reporting Increments**
Current Employee Status *(AP or CS exempt)*	n/a	Not eligible for OT	Complete PTR	Do not complete bi-weekly timesheets	By employee group and service years (see here)	Reports paid leave usage in ½ and full- day increments
Decision TO increase salary (AP or CS salaried exempt)	No change	No change	No change	No change	No change	No change
Decision NOT to increase salary	Moves to *Salaried Non-Exempt*	YES	NO	YES *Must submit a timesheet every 2 weeks.*	No change	Reports paid leave usage in one-hour increments (rather than ½ and full day increments)

Overtime Considerations

The assessment of the employee's current workload, work schedule, and potential hours worked beyond 37.5/40 hours will assist in the determination decision.

Potential Questions	**Responses**
Does the employee work overtime on a regular basis? (yes or no)	
If YES, answer the following:	
• Considering all overtime functions (travel, research, events, remote work, etc.) how many OT hours per week?	
• Is the OT frequency, year-round, sporadic, seasonal or N/A?	
• Approximately how many weeks per year do the OT hours occur?	
• Is it operationally necessary for this individual to work these overtime hours?	
• Do individuals in similar jobs in your unit work at this same level of OT?	
• Are there multiple jobs for this person to consider OT charges/assessments?	

Funding Considerations

Funding considerations will be a critical determination factor in what the unit and funding sources can support. The **FLSA Phase II Salary Threshold** is **$58,656** and will have an **effective date of January 1, 2025**.

HARD FUNDS	**Responses**
Could the department/program financially support the increase?	
Would this increase create a wage compression or inequity among peers?	
SOFT FUNDS/GRANT FUNDS	
Can the project/grant support the increased salary?	
Does the funding source permit overtime charges?	
If either of the answers to the first two questions are NO, what are the alternate funding options to pay OT?	
Would this increase create a wage compression or inequity among peers?	
SALARY & OVERTIME CALCULATIONS TO CONSIDER	
Cost to increase salary: $58,656 – [current salary] = Difference	
Hourly rate: AP: [Annual Salary] / 2080 hrs./year = [Hourly Rate] CS: [Annual Salary] / 1950 hrs./year = [Hourly Rate]	
Estimated cost of OT: [# OT Hours/Year] * [Hourly Rate] * 1.5 = [Est Cost of OT]	
Difference in costs (Break-even point): [Total cost to increase] – [Est Annual Cost of OT] = Difference	

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