

The University of Texas at Austin Staff Council Issue Proposal Form

Submit this form to the Chair of the Issues Committee:
Didi Smith, Natural Sciences Dena's Office, WCH 1.116B G2500

Submit Date: 3-13-03

Proposal #2003-3

Title: Non-Exempt/Exempt Time Reporting and Pay for UT Austin Staff

UTSC Representative's Name: Greg Murphy **District:** 104

Specific Objective: (Required-Outcome Desired-Attach additional sheets if necessary)
Attachment on file with Issues Committee.

Reason(s) for Proposal: (Required-Current Situation-Attach additional sheets if necessary)
Attachment on file with Issues Committee.

Expected Staff Council Actions: (or explain in Specific Objective)

Investigate & Report

Letter to Human Resources

Letter to President

Public Statement

Recommend

Request

Other: *The committee recommends a UTSC request to HRS to develop a standard Offer Letter & Reappointment Letter which would specify FLSA status of the employee. Also, the committee recommends UTSC request to HRS to add a FLSA status link on the electronic time sheet system. The link would relate the employees FLSA status & would list the non-exempt/exempt status definitions. There would also be a link to FAQs dealing with exempt/non-exempt status, time reporting, compensating time, and overtime.*

Expected University Actions: (or explain in Specific Objective)

None

Statement

Meeting/Forum

Policy Change

Physical Change

Other: (See Attachments)

Documentation/Support for Proposal: (Optional-petitions, letters, surveys, etc.)

None

Documentation/Support Materials are attached.

May 18, 2004

DRAFT

NAME
ADDRESS

Dear NAME:

I am pleased to offer you the position of TITLE in DEPARTMENT starting START DATE through END OF FY. The starting salary for this position is \$\$\$ per month (as earned) for a nominal 40 hours of work per week.

You will be working in the SECTION section of DEPARTMENT. Your duties will include and not be limited verbiage taken from Purpose of Posting.

The position to which you are being appointed is professional in nature and may be assigned managerial and/or supervisory responsibilities. It is designated in The University of Texas at Austin Personnel Pay Plan as EXEMPT from the provisions of the Fair Labor Standards Act.

It is standard procedure at the University that the first six months of employment as a classified employee is in a probationary status. Periodic reviews of your performance will be made during the probationary period, and continued employment will be subject to satisfactory performance.

A condition of employment is the requirement to provide verification of identity and authorization to work in the United States and the completion of the Employment Eligibility Verification Form (I-9) before starting to work.

This position is security sensitive and therefore this offer is contingent upon your successful passing of a background check.

If this offer is acceptable to you, please so indicate by returning a signed copy of this letter to me.

Sincerely,

DEAN/DIRECTOR
Dean/Director, DEPARTMENT

NAME

May 18, 2004

DRAFT

John Doe
Address

Dear Mr. Doe:

I am pleased to offer you the position of **TITLE** in **DEPARTMENT** effective **START DATE** through **END OF FY**. The starting salary for this position is **\$\$\$** per month (as earned) for 40 hours of work per week.

You will be working in the **SECTION** section of **DEPARTMENT**. Your duties will include and not be limited to **verbiage taken from Purpose of Posting**.

The position to which you are being appointed is subject to the provisions of the Fair Labor Standards Act. It is designated as a **NON-EXEMPT** position in The University of Texas at Austin Personnel Pay Plan.

It is standard procedure at The University that the first six months of employment as a classified employee is in a probationary status. Periodic reviews of your performance will be made during the probationary period, and continued employment will be subject to satisfactory performance.

A condition of employment is the requirement to provide verification of identity and authorization to work in the United States and the completion of the Employment Eligibility Verification Form (I-9) before starting to work.

This position is security sensitive and therefore this offer is contingent upon your successful passing of a background check.

If this offer is acceptable to you, please so indicate by returning a signed copy of this letter to me.

Sincerely,

Mr. Director
Director, **DEPARTMENT**

John Doe

DRAFT

Weekly Time Report

Time Report for JOHN DOE -- week of 03/01/2004 thru 03/07/2004

Group: ADMIN

FLSA: [NON-EXEMPT](#)

[<=link to definition of NE](#)

[<Previous Week](#) Hours Appointed: 40.00 [Next Week>](#)

	Mon 3/1	Tue 3/2	Wed 3/3	Thu 3/4	Fri 3/5	Sat 3/6	Sun 3/7
Hrs Worked	8.00	8.00	8.00	8.00	8.00		
Vacation							
Sick Leave							
Leave Type for This Row							
Leave Type for This Row							
Leave Type for This Row							
Total:	8.00	8.00	8.00	8.00	8.00		

Total Hours Worked: 0.00 **Total Hours Absent:** 0.00
Compensatory Hours Earned: 0.00 **Over Time Hours Earned:** 0.00

Save for Later Sign and Send to Supervisor Delete

Notes: