**FLSA Requirements**

**Benefits-eligible Nonexempt/hourly employees**
Under the FLSA, all regular benefits-eligible employees whose primary job is nonexempt/hourly must be paid at 1.5 times their regular rate for all hours worked at WMU over 40 in a work week, even if these hours are worked as part of a secondary teaching assignment.

**Benefits-eligible exempt/salaried employees**
Exempt/salaried employees can remain in the salaried Non-PIO or PIO appointment code.

PIO eligibility questions can be directed to Academic Labor relations at 387-4307 or acb-info@wmich.edu

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**IMPORTANT CONTACTS**

**Budget**
387-4275

**Human Resources**
387-3620
Hr-hris@wmich.edu

**Payroll**
387-2935

**Provost**
387-2380

**Academic Labor Relations**
387-4307
acb-info@wmich.edu

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**Part Time Instructor Changes – Special Edition!**

- Change in University policy regarding benefits-eligible hourly employees
- New code FH2, Non-PIO Hourly Part-Time Instructor Benefit-Eligible

**University Guidelines**

Effective with spring semester 2017, all regular benefits-eligible nonexempt/hourly employees who are teaching a course will be paid in the following manner:

1) The teaching appointment will be treated as a nonexempt/hourly teaching position in the department in which the course is offered.

2) The hourly rate associated with the teaching appointment will be equivalent to the hourly rate for the employee’s primary job.

3) All hours worked as part of the teaching assignment, including preparatory time, teaching time, office hours, grading time, etc., will be paid at 1.5 times the hourly rate in each work week that the employee’s primary job comprises a full 40-hour work week.

4) If the employee’s primary job is less than full-time, straight-time may be paid for any hours associated with the teaching assignment up to 40 hours worked in a work week for that employee in all jobs combined.

All hours worked beyond 40 in a work week must then be paid at 1.5 times the employee’s regular rate.

**Requirements for these changes**

- Departments submit the appointment form using the FH2 appointment type.
- Hourly benefits-eligible employees must fill out a timesheet to record teaching time, preparation, class meeting time, and grading. (All hours must be paid that the instructor puts into a class each week.)
- The hourly rate for the benefits-eligible employee’s part-time instructor appointment must be the same pay rate as the current primary job. If this amount is unknown, ask the employee directly. (The pay rate is listed on the pay advice.)

**Non Exempt/Non Benefit-Eligible Employees**
Submit as you would normally. HR and Provost Office will review each appointment on a case-by-case basis to make sure each employee is classified properly. Any adjustments will be made for summer I session, May 2017.

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**VISITING PROFESSORS**

If the department is hiring a Visiting Professor who is teaching, the faculty member becomes a part of the PIO union. The grade – PT6 (PIO Visiting Professor) – was created to accommodate this new category.

For those Visiting Professors who are working at WMU but NOT teaching, the I60 grade (non PIO Visiting Professor) can still be used.

Visiting Professors are appointed on a semester by semester basis.

**Adjuncts**
Adjuncts who are teaching must be paid as a Part-Time Instructor.