

## Overtime Eligibility and Time Tracking at MSU

| Union/Association   | Actual Annual Salary | Pay Grade Level    | Overtime required by FLSA? <sup>1</sup> | Exempt or Non-exempt? | Entitled to overtime or comp time by union contract or policy?                               | Required to track time daily? | Method to Submit Overtime or Comp Time <sup>2</sup>                          |                 |
|---|----------------------|--------------------|---|-----------------------|--|-------------------------------|--|-----------------|
| APSA (Union and Non-Union) – Administrative Professional Supervisors (not including Police Sergeants) | Salary < \$35,568    | Levels 11 or below | Yes                                     | Non-exempt            | Yes (see contract)   | Yes                           | EBS Timekeeping  |                 |
|   |                      | Levels 12 or above | Yes                                     | Non-exempt            | Yes- as non-exempt employee: <a href="#">SS OT Policy</a> and <a href="#">SS Comp Policy</a> | Yes                           | Contact <a href="mailto:HR.ClassComp@hr.msu.edu">HR.ClassComp@hr.msu.edu</a> |                 |
|   | Salary >= \$35,568   | Level 11 or below  | No                                      | Exempt                | Yes (see contract)   | No                            | EBS Timekeeping  |                 |
|   |                      | Level 12 or above  | No                                      | Exempt                | Yes- APA Only - <a href="#">SS Comp Policy</a>   | No                            | N/A  |                 |
| APSA -Police Sergeants  | N/A                  | All                | No                                      | Exempt                | Yes (see contract)   | No                            | EBS Timekeeping  |                 |
| Nurses  | Salary < \$35,568    | Level 73 or below  | Yes                                     | Non-exempt            | Yes- as non-exempt employee: <a href="#">SS OT Policy</a> and <a href="#">SS Comp Policy</a> | Yes                           | EBS Timekeeping  |                 |
|   |                      | Level 74 or above  | Yes                                     | Non-exempt            | Yes- as non-exempt employee: <a href="#">SS OT Policy</a> and <a href="#">SS Comp Policy</a> | Yes                           | Contact <a href="mailto:HR.ClassComp@hr.msu.edu">HR.ClassComp@hr.msu.edu</a> |                 |
|   | Salary >= \$35,568   | Level 73 or below  | No                                      | Exempt                | Yes- <a href="#">SS Comp Policy</a>  | No                            | EBS Timekeeping  |                 |
|   |                      | Level 74 or above  | No                                      | Exempt                | Yes- <a href="#">SS Comp Policy</a>  | No                            | N/A  |                 |
| Extension Professionals   | Salary < \$35,568    | All                | Yes                                     | Non-exempt            | Yes- as non-exempt employee: <a href="#">SS OT Policy</a> and <a href="#">SS Comp Policy</a> | Yes                           | Contact <a href="mailto:HR.ClassComp@hr.msu.edu">HR.ClassComp@hr.msu.edu</a> |                 |
|   | Salary >= \$35,568   | All                | No                                      | Exempt                | No   | No                            | N/A  |                 |
| ASRA- Residence Life Staff  | Salary < \$35,568    | All                | Yes                                     | Non-exempt            | Yes- as non-exempt employee: <a href="#">SS OT Policy</a> and <a href="#">SS Comp Policy</a> | Yes                           | Contact <a href="mailto:HR.ClassComp@hr.msu.edu">HR.ClassComp@hr.msu.edu</a> |                 |
|   | Salary >= \$35,568   | All                | No                                      | Exempt                | No   | No                            | N/A  |                 |
| CTUMSU – Clerical/Technical   | N/A                  | All                | Yes                                     | Non-Exempt            | Yes (see contract)   | Yes                           | EBS Timekeeping  |                 |
| 1585 – Service Maintenance  | N/A                  | All                | Yes                                     | Non-Exempt            | Yes (see contract)   | Yes                           | EBS Timekeeping  |                 |
| SSTU – Skilled Trades   | N/A                  | All                | Yes                                     | Non-exempt            | Yes (see contract)   | Yes                           | EBS Timekeeping  |                 |
| 324 – Power Plant   | N/A                  | All                | Yes                                     | Non-exempt            | Yes (see contract)   | Yes                           | EBS Timekeeping  |                 |
| POAM  | NA                   | All                | Yes                                     | Non-exempt            | Yes (see contract)   | Yes                           | EBS Timekeeping  |                 |
| 274 – International Alliance of Theatrical Stage Employees  | On-calls             | N/A                | All                                     | Yes                   | Non-exempt   | Yes (see contract)            | Yes  | EBS Timekeeping |
|   | Stage Managers       | N/A                | All                                     | Yes                   | Non-exempt   | Yes (see contract)            | Yes  | EBS Timekeeping |
| Hourly Temps and On-calls   | N/A                  | N/A                | Yes                                     | Non-exempt            | Yes- as non-exempt employee: <a href="#">SS OT Policy</a> and <a href="#">SS Comp Policy</a> | Yes                           | EBS Timekeeping  |                 |
| Hourly Student Employees  | N/A                  | N/A                | Yes                                     | Non-exempt            | No   | Yes                           | EBS Timekeeping  |                 |

<sup>1</sup> Compensatory time may be paid in lieu of overtime for MSU non-exempt employees and other qualified groups. Please refer to the MSU Compensation Policy at [https://hr.msu.edu/policies-procedures/support-staff/support-staff-policies-procedures/comp\\_time.html](https://hr.msu.edu/policies-procedures/support-staff/support-staff-policies-procedures/comp_time.html)

<sup>2</sup> When manually calculating overtime, please contact [HR.ClassComp@hr.msu.edu](mailto:HR.ClassComp@hr.msu.edu). A member of the team will assist in evaluating the employee’s compensation and determining the overtime payment amount.

## Faculty and Academic Staff & Graduate, Undergraduate, and Professorial Assistants

| Category  |  | Actual Annual Salary | Pay Grade Level | Overtime required by FLSA? | Exempt or Non-exempt?               | Entitled to overtime by union contract or policy? | Required to track time daily? | Method to Submit Overtime |
|---|--|----------------------|-----------------|----------------------------|-------------------------------------|---|-------------------------------|---------------------------|
| <b>Faculty and Academic Staff (Including UNTF)</b>          | Teaching or Academic Administration as Primary Duty <sup>3</sup>                 | N/A                  | N/A             | No                         | Exempt                              | No  | No                            | N/A                       |
|   | Coaches  | N/A                  | N/A             | Contact AHR                | Contact AHR                         | No  | Contact AHR                   | Contact AHR               |
|   | Practitioners of Law   | N/A                  | N/A             | No                         | Exempt                              | No  | No                            | N/A                       |
|   | Practitioners of Medicine -Human and Veterinary (includes residents and interns) | N/A                  | N/A             | No                         | Exempt                              | No  | No                            | N/A                       |
|   | All other faculty and academic staff   | Salary < \$35,568    | N/A             | Yes                        | Non-Exempt                          | No  | Contact AHR                   | Contact AHR               |
|   |  | Salary >= \$35,568   | N/A             | No                         | Exempt                              | No  | No                            | N/A                       |
| <b>Graduate, Undergraduate, and Professorial Assistants</b> |  | N/A                  | N/A             | N/A                        | Not considered employees under FLSA | No  | No                            | N/A                       |

<sup>3</sup> Positions with the primary duty of teaching or academic administration are automatically considered exempt, regardless of salary amount. A list of MSU job classifications/title that are teaching/academic administration exempt are located at <<insert link>>