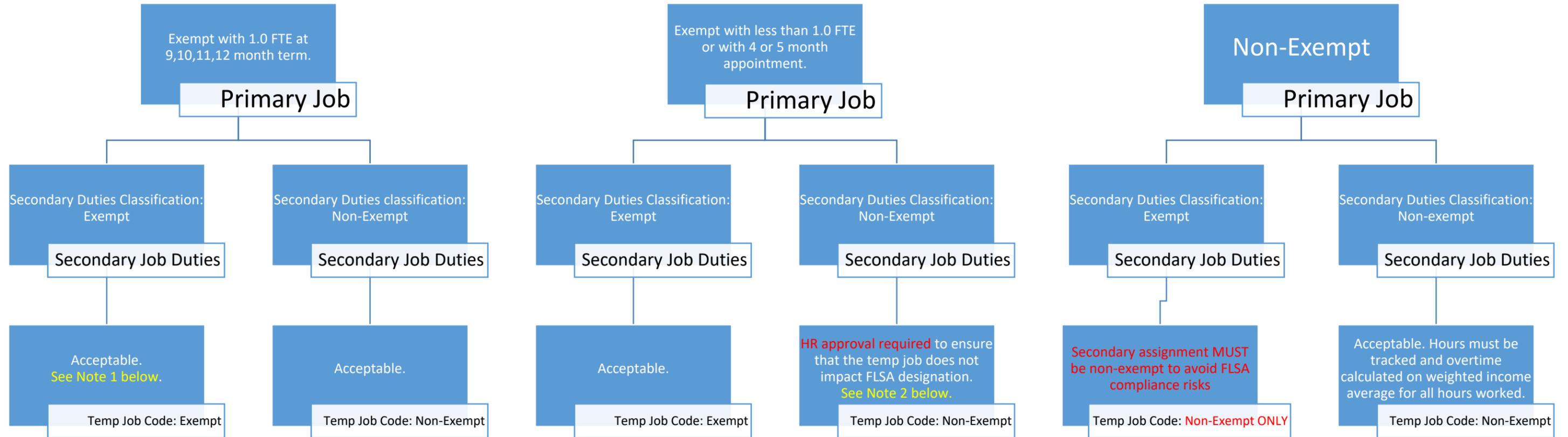


Flowchart for Employees with Multiple Jobs: FLSA Implications

Description of Flow Chart: Hiring an employee that has an active employee primary position* at the University into an additional temporary position requires analysis to determine how we can compensate and classify the additional job. FLSA requires organizations to classify an employee based on the primary duties of the entire body of work at an institution. Therefore, we need to take into account the classification of the primary position, the duties and time spent in the secondary position to determine the options for payment in the secondary position. **Non-employee positions such as grad appointments (GTA, GA, GRA) and non-employee student leader, intern and volunteer jobs do not affect the classification of an employee position.*



Questions to consider when using the chart above:

Question 1: What is the primary job? – this may affect how we pay the employee.

Question 2: What are the secondary job duties? Does the sum total of the work that the employee is performing result in an exempt classification?

Question 3: Do we want to pay the employee hourly regardless of an exempt classification for administrative efficiency purposes.

Note 1: When the secondary position’s duties are deemed exempt, it is always a permissible option to pay an hourly rate when administratively more efficient.

Note 2: Duration of secondary job must be short-term (less than 20 weeks) to avoid re-classification.

Additional Questions/Approval Required:

Contact Human Resources Services at hrsinfo@uvm.edu or 802-656-3150.