

# **OSP BRIEF**

## **Compensation Topics**

March 15, 2016

# Exempt vs. Non-exempt FLSA Status

## Who Receives Overtime Pay?

- The [Fair Labor Standards Act](#) (FLSA) determines which positions are classified as exempt and non-exempt.
- An **exempt** position is exempt from the overtime pay provisions of the FLSA.
  - Must perform work duties that the FLSA defines as exempt based on the major job functions of the position
  - Employee must be paid on a salaried basis
  - Salary must be at or above the FLSA minimum salary threshold, regardless of number of days or hours worked in a given week, currently \$23,660/year, or \$455/week if less than full-year
- A **non-exempt** position is eligible for overtime pay.
  - The employee must be paid at time and a half his/her regular rate of pay for all hours worked beyond 40 hours in a given work week.

# Post Doctoral Research Fellow

## *Exempt*

**Degree Requirement:** Appointee recently awarded a Ph.D. or equivalent doctorate (e.g., Sc.D., M.D.) in an appropriate field

### **Description:**

- The appointment is temporary, typically up to 3 years.
- The appointment involves substantial full-time research or scholarship and may include teaching.
- The appointment is typically viewed as preparatory for a full-time academic and/or research career (e.g., Research Associate or Senior Research Associate, depending on successful performance as a PostDoc & available funding).
- The appointment is not part of a clinical training program.
- The appointee works under the supervision of a senior faculty member.
- The appointee has the freedom, and is expected, to publish the results of his or her research or scholarship during the period of the appointment and/or to have publications in press or under review during this period.

# Senior Research Associate

## *Exempt*

**Degree Requirement:** Ph.D. or equivalent doctorate (e.g., Sc.D., M.D.) in an appropriate field.

**Experience:** Minimum of 5 years of post-Master's and/or Ph.D. research experience

### **Description:**

- Develops, designs, and conducts one or more complex research projects or experiments; reviews progress and evaluates results.
- May apply for research grants and serve as P.I., with necessary approvals.
- Formulates research methods and suggests options for improving quality; identifies potential problems, recommends and implements solutions, and collaborates in the development of new techniques; and works with other research staff, including Senior Research Associates.
- In a lab environment, trains users in equipment operation and laboratory techniques; explains and demonstrates technology and equipment capabilities, operations, limitations, and outcomes.
- In a non-lab environment, develops protocols and criteria (e.g., determines interview procedures, including the development of interview schedules and questionnaires, online data collection, test development, and development of measures) and approves protocols, as appropriate.
- Oversees data collection and screening and verifies accuracy of the data.
- Oversees and participates in analysis of data; interprets and implements research methodology based on outcomes of analysis.
- Oversees the day to day operations of the project; may supervise other research personnel and manage a budget.
- May author/co-author publications and may present/co-present results at meetings or conferences.
- Keeps supervisor and other project members apprised of research developments and any complications with project timelines, research activities, etc.
- Maintains compliance records.

# Research Associate

## *Exempt*

**Degree Requirement:** Bachelor's degree in relevant academic discipline required; Master's degree preferred.

**Experience:** Some relevant post-Bachelor's research work experience

### **Description:**

- Assists in the development, design, and conduct of research.
- Participates in formulating research methods and suggests options for improving quality. Also recommends solutions.
- Participates in the interpretation of research/data analysis and suggests further improvements in measurement.
- In a lab environment, trains users in equipment operation and research techniques; explains and demonstrates technology and equipment capabilities and operational limitations. Also schedules and maintains facility and equipment records. May assemble, test, calibrate, clean, or make minor repairs to equipment. May be responsible for stocking laboratory supplies.
- In a lab or non-lab environment, may determine interview procedures and conduct interviews. Works independently on collection of data and analyzes research results.
- Implements day to day operations of project.
- Prepares reports and drafts manuscripts.
- May co-author publications and may co-present results at meetings or conferences.
- May supervise other research support personnel (e.g., undergraduate and graduate students).

# Research Assistant

***Nonexempt - Eligible for overtime pay***

**Degree Requirement:** Bachelor's degree in relevant academic discipline is preferred

**Experience:** Relevant undergraduate student work experience preferred.

## **Description:**

- Assists in conducting research, collecting data and providing basic analysis in support of a project.
- Assists in identifying data sources and managing/maintaining large data sets.
- Assists other research staff with statistical/analytical queries.
- Assists in drafting research memos, narrative analysis, and communications.
- Prepares charts/graphs and presentations of research findings.
- Provides other research related support, such as library and online research and literature reviews.

# Research Technician (Lab Environment)

*Nonexempt - Eligible for overtime pay*

**Degree Requirement:** Bachelor's degree in relevant academic discipline is preferred

**Experience:** Relevant undergraduate student work experience preferred.

## **Description:**

- Provides routine to moderately complex technical support for a research lab or facility.
- Collects and analyzes research data and processes lab samples.
- Performs a variety of tests, using both routine and specialized techniques and methods.
- Sets up equipment and helps maintain inventory of lab supplies.
- Performs library work, including searching literature and distributing results.
- Assists in evaluating research methods, procedures, and techniques based on established objectives.

# Internal Salary Equity

- Fair salaries based on employee qualifications
- Equitable salaries based on comparisons with the qualifications of BC employees in similar positions (equity analysis)
- EEO compliance and institutional commitment to prevent bias (race, gender, etc.)



# External Salary Competitiveness

- NIH Stipend Guidelines for Post-Docs
- Limited generic (social vs. physical sciences) survey data for research positions
- BC researchers in wide variety of academic disciplines

# Merit Increases

- Merit budget
- Merit increase effective date