

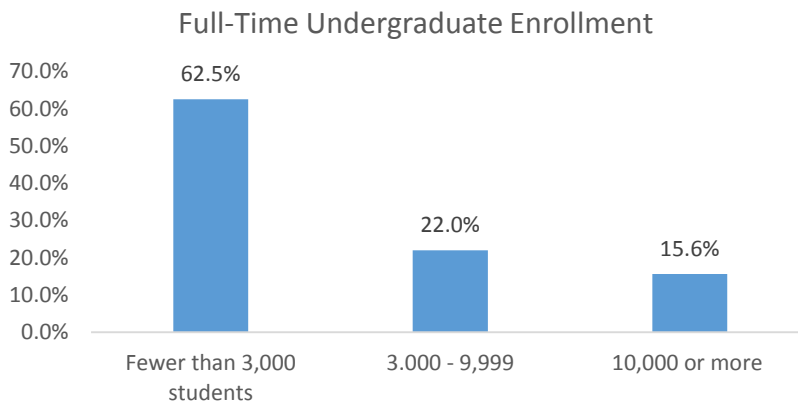
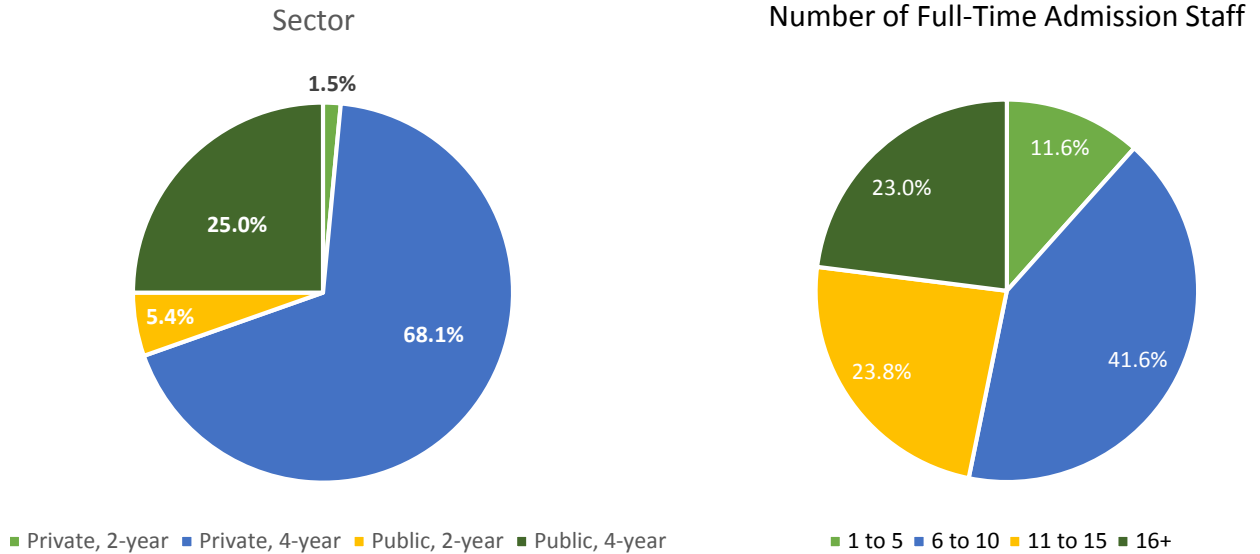
Overtime Regulation Survey

Overview of Results

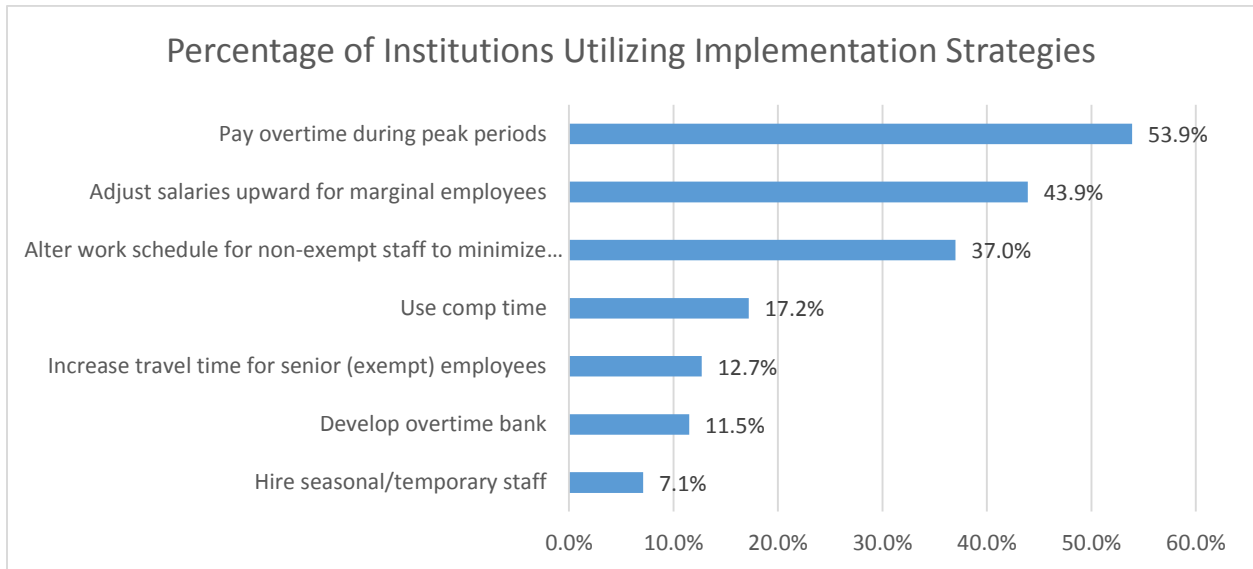
On May 18, 2016, the Department of Labor [announced](#) new regulations governing eligibility for overtime pay, which go into effect on December 1, 2016, and raise the minimum salary threshold for an employee to be classified as exempt (i.e., not eligible to receive overtime pay if working more than 40 hours in a week). Additional information can be found on the NACAC [website](#).

NACAC recently surveyed its members to get a sense of how colleges and universities are planning to comply with the new regulation. In total, 408 individuals participated in the survey. This summary highlights key findings and insights from the respondents.

I. Respondent Institutional Characteristics



II. Implementation Strategies for Complying with Overtime Regulations



Note: N = 408. Only respondents from public institutions were asked about the “use comp time” strategy.

Other strategies included:

- Reducing counselor contracts from 12 to 11 months
- Initiating weekly planning meetings between supervisors and non-exempt employees to determine maximum use of the limited 40-hour work week
- Reviewing job descriptions and realigning position responsibilities
- Using the fluctuating work week method of overtime calculation
- Converting previously exempt positions to non-exempt
- Hiring extra counselors
- Keeping track of hours per week during fall 2016 travel season to determine cuts in travel and bank for OT for fall 2017
- Letting go off personnel and adding to the workloads of senior employees

Percentage of Institutions Utilizing Implementation Strategies, by Institutional Characteristics

	Adjust Salaries	Use Comp Time [‡]	Overtime Bank	Pay Overtime	Alter Schedule	Hire Seasonal Staff	Increase Travel Time
All Respondents	43.9	17.2	11.5	53.9	37.0	7.1	12.7
Control							
Public	32.3	41.9	10.5	51.6	37.1	8.9	11.3
Private	48.9	N/A	12.0	54.9	37.0	6.3	14.1
Total FT Undergraduate Enrollment							
Fewer than 3,000 students	43.5	8.3	13.4	57.3	37.5	4.7	14.2
3,000 to 9,999	44.9	19.1	5.6	41.6	32.6	10.1	6.7
10,000 or more	44.4	50.8	12.7	58.7	41.3	12.7	15.9
Total FT Admission Staff							
1 to 5	12.8	17.0	10.6	61.7	38.3	2.1	23.4
6 to 10	42.3	13.7	13.1	46.4	38.7	5.4	10.7
11 to 15	52.1	11.5	11.5	60.4	34.4	6.3	13.5
16+	54.8	29.0	9.7	58.1	36.6	14.0	9.7

Note: N = 408. ‡ Only respondents from public institutions were asked about the “use comp time” strategy.

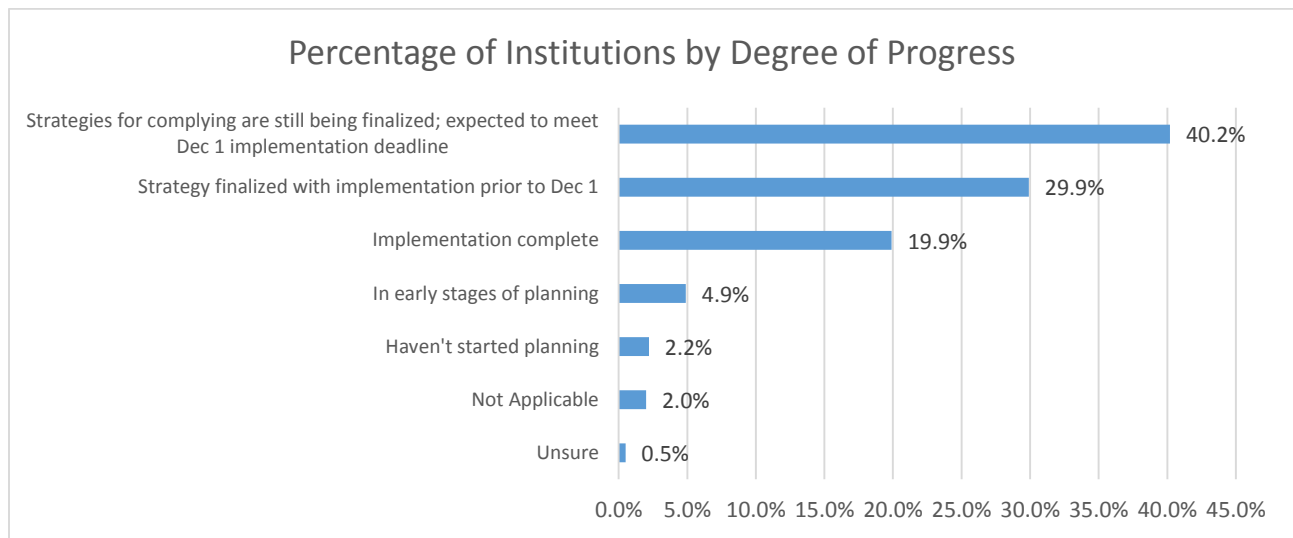
Chi-squared analysis revealed significant differences in the following strategies by institutional characteristics:

- Control: **Adjust Salary** ($X^2 (1) = 9.8, p < .01$)
- Enrollment: **Use Comp Time** ($X^2 (2) = 64.0, p < .001$), **Pay Overtime** ($X^2 (2) = 7.2, p < .05$), **Seasonal Staff** ($X^2 (2) = 6.3, p < .05$)
- FT Admission Staff: **Adjust Salary** ($X^2 (3) = 25.8, p < .001$); **Use Comp Time** ($X^2 (3) = 12.9, p < .01$); **Hire Seasonal Staff** ($X^2 (3) = 9.2, p < .05$)

Addressing the Culture Shift for Staff Members Whose Exempt/Non-Exempt Status May Change

Participants noted that they were addressing these changes through increased training and communication. Most of the training sessions have been directly related to the new process of time tracking, including the completion of time sheets and working with managers and HR as schedules change. Many respondents noted that although institutions have said they will increase their communication with employees concerning the status change, this matter has yet to be addressed in-depth.

III. Progress Implementing Overtime Provision Prior to December 1st



Note: N = 408. Figures represent percentage of respondents.

Progress Implementing Overtime Provision, by Institutional Characteristics

	N	Implementation Complete	Strategy Finalized	Strategies Not Fully Finalized	Early Stages of Planning	Haven't Planned
All Respondents	408	19.9	32.4	45.1	4.9	2.0
Control						
Public	124	15.3	29.8	41.9	4.8	3.2
Private	284	21.8	29.9	39.4	4.9	1.8
Total FT Undergraduate Enrollment						
Fewer than 3,000 students	253	20.2	26.9	42.3	5.5	2.8
3,000 to 9,999	89	21.3	31.5	38.2	3.4	2.2
10,000 or more	63	15.9	38.1	36.5	4.8	--
Total FT Admission Staff						
1 to 5	47	21.3	25.5	34.0	8.5	4.3
6 to 10	168	17.9	26.8	42.9	4.8	4.2
11 to 15	96	25.0	24.0	45.8	4.2	--
16+	93	17.2	43.0	33.3	4.3	--

Note: Figures represent percentage of respondents.

Chi-squared analysis revealed a significant difference in the progress made on implementing the overtime provision by the number of full-time admission staff ($\chi^2 (21) = 35.1, p < .05$).

Challenges Implementing the Overtime Provision

The three main challenges are in regards to funding/costs, time tracking, and travel schedules. Most respondents are nervous about their institution's ability to pay for overtime or increase salaries to avoid the overtime rule; there simply are not funds set aside, and most respondents answered that it's the biggest challenge they have seen. Employees used to salaries express concern that tracking hours feels like a demotion, and that having to report every hour feels like they lack the autonomy and freedom they used to enjoy. Because many admission counselors and recruiters travel as a crucial part of their job, respondents expressed worry that differentiating between non-work and work travel time will be a headache, especially coupled with needing to track time; some institutions seek to increase flexibility around travel time but most respondents are worried. Many others expressed concern that this will reduce morale as a clear divide between exempt/non-exempt employees grows, and that HR has been unable to address that divide or has been unhelpful in regards to completing certain requirements.