

FLSA Employment Categories

OPERATIONAL POLICY STATEMENT

FLSA Exemption Status

Positions are classified as either exempt or non-exempt from the overtime compensation provisions of the FLSA (Fair Labor Standards Act).

Employment Status by Employee Category

The Human Resources department is responsible for coordinating and communicating employment categories and FLSA exemption status, while supervisors are responsible for identifying employment status. The combination of employee category, FLSA exemption status, and employment status determines the application of other Human Resource policies as well as eligibility for benefits. In the event that a supervisor is uncertain about the status of a position, the supervisor should contact the Human Resources department as soon as possible.

Exempt

Exempt employees are employees who, because of their positional duties and responsibilities and level of decision-making authority, are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

- Employees are paid a salary for a position.
- Faculty are considered exempt employees.

Non-Exempt

Nonexempt employees, as the term implies, are not exempt from FLSA requirements. Employees who fall within this category must be paid at least the federal minimum wage for each hour worked and given overtime pay of not less than one-and-a-half times their hourly rate for any hours worked beyond 40 each week. Employees are paid hourly for a position.

RELATED INFORMATION

[Fair Labor Standards Act](#)

OPERATIONAL POLICY HISTORY

Adopted 4/5/2016

Revised to "Operational" Policy 3/5/21
