

Suggested Revision

EMPLOYMENT CLASSIFICATION (201) Non-Exempt

The federal Fair Labor Standards Act (FLSA) requires employers to pay its employees minimum established wages and overtime pay for any time worked over 40 hours per week. Staffs whose job responsibilities fall within this law's protections minimum wage and overtime pay requirements are labeled "nonexempt."

ABC positions are screened using established government tests to determine whether a position is nonexempt or exempt from FLSA minimum wage and overtime provisions.

Any staff whose position is classified as "nonexempt" under Federal Wage and Hour guidelines is subject to the terms and conditions of these policies.

EMPLOYMENT CLASSIFICATION (201) Exempt

The federal Fair Labor Standards Act (FLSA) requires employers to pay its employees minimum established wages and overtime pay for any time worked over 40 hours per week. The FLSA also provides for some employees to be "exempted" from ~~or not covered by~~ the minimum wage and overtime provisions of this law when those employees perform certain types of work for the employer. When an employee is "exempt" from the FLSA, it means the employer does not need to pay a minimum hourly wage or overtime pay, provided it pays the employee a salary that meets or exceeds the amount prescribed by law.

In order to be "exempt" from the FLSA, job responsibilities must fall within the Department of Labor's definition of executive, professional, ~~or~~ administrative or highly skilled computer systems-related work. Exempt staff are paid a salary, rather than hourly wages, and are paid for the work performed rather than for hours worked.

ABC positions are screened using established government tests to determine whether a position meets the specific criteria required for exempt status

Revised Policy

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