
EXEMPT AND NONEXEMPT STAFF

Employee classifications are determined by the Fair Labor Standards Act (FLSA). Classifications include “exempt” and “non-exempt.”

Exempt employees are defined as employees who, based on duties performed and manner of compensation, shall be exempt from the Fair Labor Standards Act (FLSA) overtime provisions. Exempt employees shall be paid an established salary and are expected to fulfill the duties of their positions regardless of hours worked.

Non-Exempt employees are defined as employees who, based on duties performed and manner of compensation, shall be subject to FLSA overtime provisions. Non-exempt employees shall be paid on an hourly basis and will be compensated for qualified overtime hours.

The Human Resources Manager will determine which positions are exempt on a case by case basis according to the Fair Labor Standards Act and each employee will be informed of their status.

*Approved BOD 8/30/2000
Approved by Policy Council 1/31/2001*