

University of St. Thomas Policies

EXEMPT/NON-EXEMPT EMPLOYEE STATUS Policy Number: H.02.01

SCOPE

All employees.

PURPOSE

To define “exempt” and “non-exempt” employee status and to provide guidelines for determining this status according to law.

DEFINITIONS

Definitions of exempt and non-exempt status are based on provisions of the Fair Labor Standards Act (FLSA) and state law. These definitions are summarized as follows:

Exempt. Management, supervisory, professional and administrative employees whose positions meet specific tests established by the FLSA and state law and who are exempt from overtime pay requirements.

Non-exempt. Employees whose positions do not meet FLSA exemption tests and who are paid one-and-one-half times their regular rate of pay for hours worked in excess of 40 in one week.

POLICY/PROCEDURE

All positions in the University of St. Thomas will be classified as either exempt or non-exempt in compliance with law and for pay purposes. In cases where the “exempt/non-exempt” status of an employee is in doubt, the Associate Vice President of Administrative Services will review position duties and responsibilities against FLSA exemption tests, and make a decision in consultation with the President.

APPROVED: Dr. Robert Ivany

Date of Original Formation: 9/1/2010

Revision Number:

Revision Date:

Effective Date: