



Categories of Employment

Jobs at the university are categorized for purposes of salary and benefits administration and to generate information and reports on particular job groups and job responsibilities. Jobs are categorized as either “exempt” or “non-exempt” based on regulations established by the Fair Labor Standards Act. This act establishes minimum wage and salary criteria and defines whether or not a job is entitled to overtime compensation.

If a position is categorized *non-exempt*, pay is calculated on an hourly basis. Non-exempt positions are entitled to overtime pay, which is calculated at one and one-half times the regular hourly rate for all hours worked beyond 40 in a workweek.

Exempt jobs are exempt from the overtime provisions of the Fair Labor Standards Act. Employees in exempt jobs are paid a fixed salary for all hours worked. Exempt employees are not entitled to overtime pay.

Generally, staff positions are considered to be non-exempt and administrative positions to be exempt.

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