



### **Job Classification**

For pay administration and determining eligibility for overtime payments and employee benefits, John Carroll University classifies employees, based on their job, as follows:

1. *Full-time staff:* Hourly employees regularly scheduled to work 37.5 to 40.0 hours per week. Full-time staff employees are considered to be non-exempt. Non-exempt employees are required to be paid overtime at the rate of one-and-one-half times their regular rate of pay for all hours worked beyond 40 hours in a work week, in accordance with applicable federal and state wage and hour laws.
2. *Part-time staff:* Hourly employees regularly scheduled for less than 37.5 hours per week. Part-time staff employees are considered to be non-exempt.
3. *Administrative:* Employees who are considered to be exempt. In other words, administrative employees are not required to be paid overtime, in accordance with applicable federal and state wage and hour laws, for work performed beyond forty hours a week. Administrative employees may or may not have supervisory responsibilities.

Employees will be informed of their initial employment classification during their new hire orientation session. If an employee changes positions as a result of a promotion, transfer, or other reason, she/he will be informed of any change in classification and exemption status (i.e., exempt vs. non-exempt). Questions regarding this should be directed to supervisors.

Revised Date: 03/10/2006