

POLICY NAME EMPLOYEE CLASSIFICATION

POLICY NUMBER 2.3.1

CATEGORIES

DATE PROPOSED: 8/10/18

DATE OF VOTE: 8/10/18

ACCEPT (Y/N): Y

All employees will be designated as either “Exempt” or “Non-exempt” according to the provisions of the U.S. Fair Labor Standards Act (FLSA). Exempt employees are full-time and are paid on an annual salary basis, rather than an hourly rate. Non-exempt employees are paid an hourly rate for the total hours they work during each pay period.

Additionally, non-exempt employees will also be classified as either “full-time hourly” or “part-time hourly” employees. An employee is considered to be “full-time hourly” when the employee works an average of 35 or more hours per week or more over any rolling 12 week period. Once an employee is designated as “full-time hourly”, they will relinquish that status if they fail to work an average of 35 hours per week during any rolling 12 week period.

Note that any paid time off approved by the SFM, or his designee, counts as employee hours worked for the purpose of determining status.