

<b>Title:</b> Employee Classification	<b>Number:</b> 6.20	Page 1 of 1
	<b>Related Procedure?</b> <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
<b>Legal Citation (if Applicable)</b> Fair Labor Standards Act, 29 U.S.C. §213(a)(1) and Title 29 U.S.C. §207, et. seq.	<b>Board Approval/Revision:</b> 18 June 2014 Revised 01 September 2016	

**Exempt Employees**

If an employee is classified as an exempt salaried employee, he or she receives a weekly salary that is intended to compensate them for all hours they may work for the College. This salary is established at the time of hire or when an employee becomes classified as an exempt employee. While the employee’s base salary may be subject to review and modification from time to time, such as during any salary review time, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work the employee performs.

Exempt employees can include full-time staff, full-time faculty, and adjunct faculty.

**Non-Exempt Employees**

If an employee is classified as a non-exempt employee (which means the employee is eligible for overtime pay), the employee must maintain an employee time record (or the electronic equivalent) of the total hours worked each day. The employee must accurately record the hours worked and provide the hours to his or her supervisor. An employee’s time record must accurately reflect all of the hours the employee worked in the applicable pay period. Employees shall not sign their time record unless it is accurate. If an employee’s time record is not accurate, they are required to notify their supervisor immediately. Employees are expected to verify immediately that they were paid correctly for all regular and overtime hours worked each week that is reflected in their paychecks.

Non-exempt employees can include part-time staff, full-time staff, hourly staff, and faculty teaching non-credit courses.