

**Policy Title:** Employment Classifications

**Policy Summary:** Employment Classifications for Employment and Benefit Eligibility

**Policy Category:** Human Resources

**Policy Owner:** Human Resources

### Policy Summary

For employment and benefit eligibility purposes, the University defines positions, hours worked, duration of employment and job classifications.

### Purpose

The purpose of this policy is to define, for employment and benefit eligibility purposes, employee job classifications by employment position, hours worked and duration of employment.

For purposes of employment and benefit eligibility purposes, positions at Drake University are 1) classified as either exempt or non-exempt according to requirements of the Fair Labor Standards Act (FLSA) and 2) identified by hours worked and length of employment.

### Policy

#### **Employment Classifications**

For employment and benefit eligibility purposes the University defines positions, hours worked, duration of employment and job classifications as follows:

#### **Positions:**

University positions are classified as either exempt or non-exempt according to requirements of the Fair Labor Standards Act (FLSA).

#### **Exempt:**

Pursuant to the FLSA, these positions are excluded from minimum wage and overtime FLSA provisions. Exempt employees are paid on a salary basis. The duties of the position may require exempt employees to work beyond a regular workday or workweek. Therefore, there is no overtime paid nor is compensatory time available for these positions. Moreover, pursuant to federal and state law, no time reporting is required.

For additional information about how exempt employees are paid see the FLSA Safe Harbor Policy.

#### **Non-Exempt:**

Positions are subject to minimum wage and overtime FLSA provisions. The FLSA requires that non-exempt employees report hours worked. Time reporting is completed by staff members with management approval and submitted to the Payroll Office. Non-exempt employees are paid on an hourly basis.

At times, the phrase "administrators and staff" will also be used to describe all non-faculty positions for purposes of policy and other announcements.

## **Hours Worked**

University positions are identified by hours worked and length of employment:

- **Full-Time:** Employment on a regular basis of 32 hours or more during the normal work week
- **Regular Part-Time:** Employment on a regular basis of 20 - 31 hours during the normal work week
- **Part-Time, Less Than 20 Hours:** Employment on a regular or temporary basis to work less than 20 hours during the normal workweek
- **Temporary/On-Call:** Positions requiring work upon request as business need requires, regardless of the number of hours worked in a particular week

**Last Review Date:** January 2021

**Effective Date:** July 2016