

CLARK ATLANTA UNIVERSITY

Policy 9.2.1: Classification of Employment



CLARK ATLANTA UNIVERSITY		
POLICY and PROCEDURE	Subject: Classification of Employment	
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1.0 Policy Statement

The Fair Labor Standards Act, as amended, classifies employee positions as either "exempt" or "non-exempt." The classification of a position determines how an employee is paid, among other things, for hours worked in excess of forty (40) hours per week and whether or not they are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.

The Office of Human Resources at Clark Atlanta University (CAU/the University) determines which positions are exempt or non-exempt.

2.0 Procedure Narrative

For purposes of salary administration and eligibility for overtime payments and employee benefits, the University staff is classified as follows:

2.1 Full-time Regular Staff

Full-time regular staff are hired to work the University's normal, full-time, thirty five hour workweek on a regular basis. Such employees may be exempt or non-exempt.

2.2 Part-time Regular Staff

Part-time regular staff are hired to work fewer than twenty-five hours per week on a regular basis. Such employees may be exempt or non-exempt.

2.3 Temporary Staff

CAU temporary staff are engaged to work full-time or part-time with the understanding that their employment will end upon completion of a specific assignment. A CAU temporary employee may be offered and may accept a new temporary assignment upon completion of their initial assignment. Such employees may only be non-exempt and can only be employed for twelve (12) months or less. These employees do not receive benefits and are not entitled to paid leave.

Temporary employees are not entitled to any compensation beyond the date of termination. Temporary employees have coverage for worker's compensation and unemployment insurance.

2.4 Non-exempt Employees

Non-exempt employees are paid according to the number of hours worked per week and receive overtime pay at time and one-half for hours worked beyond a 40 hour work week in accordance with the Federal Labor Standards Act.

2.5 Exempt Employees

Exempt employees hold positions that are exempt from overtime law provisions. Exempt employees are paid an annual salary, rather than an hourly wage. These employees are expected to work the number of hours necessary to complete their responsibilities, assignments and objectives. This may mean that at times exempt employees work more hours than the standard 40 hour work week. Executives, professional staff, and certain employees in administrative positions are typically exempt.

All staff members are informed of their employment classification and status as an exempt or non-exempt employee in their offer letter. Human Resources informs employees of changes to their classification and status that result from a promotion, transfer or other position change.

Any questions regarding employment classification or exemption status should be directed to the Human Resources Department.

3.0 Entities Affected By This Policy

All staff of the University