

GCCC Policy Add Template

Category: Personnel

Division: HUMAN RESOURCES

Department: Click here to enter text.

Policy Title: EMPLOYEE CLASSIFICATIONS

Policy Statement: The Fair Labor Standards Act requires all employees to be classified according to the overtime provisions of the law. For the purpose of paying any compensation, all employees are classified as either “Exempt” or “Nonexempt” from overtime compensation. All determinations of wage classification status are made through the job evaluation process.

The Human Resources Department is responsible for classifying all employees into one of the following categories for eligibility to receive certain benefits offered by Garden City Community College. These categories are defined as:

- **SALARIED (EXEMPT)** – An employee who is paid an annual salary that is not dependent upon hours worked. This employee status is not eligible for overtime or compensatory time.
- **HOURLY (NON-EXEMPT)** – An employee who is paid upon the basis of hours worked. This employee is eligible for overtime or compensatory time for hours worked over 40 hours per week.. **FULL-TIME** – An employee who is regularly assigned to work 35 to 40 hours per week.
- **PART-TIME** – An employee who is assigned to work less than 30 hours per week in one position. An individual may work more than one part-time position but is limited to less than 30 hours per week.
- **TEMPORARY [or SEASONAL]** – An employee who is hired for a specific period of time. It is expected that an employee should not remain in temporary job status longer than three months.
- **STUDENT EMPLOYEE** – An employee whose main purpose is obtaining a degree.

Procedures: Click here to enter text.

Contacts: Director of Human Resources

Approved Date: 8/1/2013

Policy History: [v1: 8/29/2013](#) [v2: 10/28/2013](#)

Keywords: Employment Classification, Exempt, Non-Exempt, Salaried, Hourly

Related Form: Click here to enter text.