

University Enterprises, Inc. Policies and Procedures		Policy No. 205
Section:	Human Resources	
Policy:	Exempt/Non-exempt Employee Status and Classification	
Revised Date:	December 11, 1998	

Exempt/Non-exempt Employee Status and Classification

I. PURPOSE

To establish procedures for reviewing exempt and non-exempt employee status under state and federal wage and hour laws.

II. PROCEDURE AND RESPONSIBILITIES

- A. All newly created positions will be reviewed by Human Resources to determine whether the position is exempt or non-exempt from state and federal wage and hour laws. This review will include reviewing the job description and/or interviewing the supervisor/manager regarding the job requirements.
- B. If a position changes, the supervisor should contact the Director, Human Resources, who will then review the position to determine its status.

III. RELATED POLICIES

- Policy No. 010 Definitions of Employment Status/Appointment Codes
Policy No. 415 Overtime for Non-exempt Employees