

<b>OGDEN-WEBER TECHNICAL COLLEGE</b>	Number  520.5	Effective Date 6/25/98 Revised 10/23/08 8/25/16	Page  1 of 1
<b>POLICY</b>	Approval		
Title  <b>PERSONNEL CLASSIFICATIONS</b>			

**1. PURPOSE AND SCOPE**

The purpose of the policy is to define the College's employee classifications.

**2. POLICY**

It is the policy of the College to assign employees to the appropriate personnel classification in accordance with the Fair Labor Standards Act.

**3. REFERENCES**

- Fair Labor Standards Act (FLSA)

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<div>PROCEDURE</div>	<div>Approval</div>		
<div>Title</div> <div>PERSONNEL CLASSIFICATIONS</div>			

The College has established the following personnel classifications:

1. **Salaried Employee:** Paid on a salaried payroll basis. These positions are eligible for benefits as outlined in personnel policies concerning benefits.
  - 1.1 **Exempt:** Salaried exempt positions do not qualify for overtime.
  - 1.2 **Non-Exempt:** Salaried non-exempt positions qualify for overtime.
2. **Hourly Employee:** Paid on an hourly or project basis. Generally, these positions do not qualify for benefits unless specifically outlined in personnel policies concerning benefits.
  - 2.1 **Exempt:** Hourly exempt positions do not qualify for overtime. The only position in this category would be an instructor who may qualify for the Teacher Exemption Provision of the Fair Labor Standards Act (FLSA).
  - 2.2 **Non-Exempt:** Hourly non-exempt positions qualify for overtime.
3. **Temporary Employee:** Expected to be in the position for not more than six months (or such other period as determined by the College). Generally, these positions do not qualify for benefits unless specifically outlined in personnel policies concerning benefits.