

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

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| Employment Classification | SOP #: HR.019.01 |
| Effective Date | 8/2017 |
| Last Revision/Review | 12/01/21 |

1. Purpose

Burrell College of Osteopathic Medicine (Burrell) assigns positions, determines wages and compensates employees for overtime in accordance with state and local laws and the Fair Labor Standards Act. This establishes which types of positions are exempt from overtime, earn overtime, and are benefits eligible.

2. Related Policy/Authority

Burrell Employee Handbook

3. Faculty/Staff Responsibilities

Employees that are hired in either a Regular or a Temporary position either as exempt or non-exempt.

4. Definitions/Abbreviations

None

5. Procedural Steps

Faculty/Staff Work Classifications

1. Regular (Full Time) Benefit Eligible. — Employed on a regularly scheduled 40-hour basis for a nonspecified period.
2. Regular (Part Time) Benefit Eligible. — Employed on a regularly scheduled basis which is less than 30 hours per workweek but equals or exceeds 20 hours per week for a nonspecified period.
3. Regular (Part Time) Limited Benefit Eligibility. — Employed on a regularly scheduled basis which is less than 20 hours per workweek.
4. Temporary Not Benefit Eligible— Employed on a regularly or nonregularly scheduled basis of less than 20 hours per week for a period not to exceed 1 year.

Exempt Employees

1. Exempt employees are those that are excluded from the overtime pay requirements of the Fair Labor Standards Act.
2. Exempt employees are paid a salary and are expected to work beyond their normal work hours whenever necessary to accomplish the work of Burrell.
3. Exempt employees are not eligible to receive overtime compensation.
4. Employees should consult with an administrator if they have questions regarding their classification as an exempt employee.

Non-Exempt Employees

1. Non-exempt employees are those eligible for overtime pay at the rate of 1.5 times the regular hourly rate of pay for all hours worked over 40 per work week.
2. All overtime must be approved in advance.

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3. Employees should consult with an administrator if they have questions regarding their classification as a non-exempt employee.
4. For more information on employment classification, see www.dol.gov.

6. Reports/Charts/Forms/Attachments/Cross References

None

7. Maintenance

Human Resources; to be reviewed every January.

8. Signature

Signature on File

12/01/21

VP Administration/CFO

Date

9. Distribution List

Internal/External

10. Revision History

| Revision Date | Subsection # | Summary of Changes | New/Cancellation/Replacement Procedure? (if applicable) | Approval Date |
|---------------|--------------|--|---|---------------|
| 12.1.2021 | All | Updated BCOM to Burrell, updated links | | 12.2.2021 |
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