

Procedure Title: Administrative and Exempt Assignments and Overload
Procedure Number: 03-2004-0001
Board Policy Reference: IV.B. Human Resources Direction
NWCCU Standard:

Accountable Administrator: Chief Human Resources Officer
Position responsible for updating: Chief Human Resources Officer
Original Date: March 12, 2004
Date Approved by Cabinet: 05-09-06
Authorizing Signature: *Signed original on file.*
Dated: 05-10-06
Date Posted on Web: 07-09
Revised: 07-08
Reviewed: 07-13

Purpose/Principle/Definitions:

Administrative and exempt employees are not eligible for overtime under the Fair Labor Standards Act (FLSA). These employees are paid on a salary basis and are not restricted to a forty-hour work week. Therefore, their assignments may require longer workdays in order to meet the objectives of their position.

When an administrator or exempt employee is tasked with additional duties outside of his/her regular workload, these duties shall be of a temporary nature and not exceed one year in length. Salary adjustments should be made in accordance with steps outlined in the Exempt/Technical Handbook.