

**COMMUNITY ACTION COMMITTEE OF PIKE COUNTY
POLICY MANUAL
941 Market St., Box 799, Piketon, OH 45661**

SUBJECT: EXEMPT AND NON EXEMPT STATUS	SECTION: 03.04.06.03
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PURPOSE:

To establish a policy of the Governing Board to implement The Fair Labor Standards Act (FLSA) which requires that employers classify jobs as either exempt or non-exempt.

POLICY:

Non-exempt employees are covered by FLSA rules and regulations, and exempt employees are not.

Exempt positions are excluded from minimum wage, overtime regulations, and other rights and protections afforded non-exempt workers. Typically, only executive, supervisory, professional or outside positions are exempt positions.

Non-exempt employees, as the term implies, are not exempt from FLSA requirements. Employees who fall within this category must be paid at least the federal minimum wage for each hour worked and given overtime pay of not less than one and a half times their hourly rate for any hours worked beyond 40 each workweek.

Exempt employees are generally expected to devote the number of hours necessary to complete their respective tasks, regardless of whether that requires 35 hours per week or 55 hours per week. Their compensation doesn't change based on actual hours expended. Exempt employees aren't paid extra for putting in more than 40 hours per week; they're paid for getting the job done. Non-exempt employees must be paid overtime if they work more than 40 hours per workweek.

RESPONSIBILITIES:

It will be the responsibility of the Executive Director to develop a procedure for implementing the Fair Labor Standards Act (FLSA) for identifying Exempt and Non Exempt employees of the organization.