

## **Exempt Status / Overtime**

All College employees are covered by the Federal Fair Labor Standards Act. The FLSA categorizes employees into “Exempt” or “Non-Exempt” employees. “Exempt” employees are paid on a salaried basis and must meet certain job duties and minimum salary tests. “Exempt” employees are not subject to overtime regulations of the FLSA and generally have more flexibility in their work schedule. Administrative supervisors may approve discretionary time off for exempt staff that have been required to work an excessive number of hours beyond their normal assignment.