



### EMPLOYEE CLASSIFICATION

Consistent with state and federal law, Virginia Wesleyan College recognizes the following classifications for its full year and part year employees:

**EXEMPT:** Employees who meet the executive, administrative, or professional exemption tests set forth under the Federal Fair Labor Standards Act and, as such, are not eligible to receive overtime compensation.

**NON-EXEMPT:** Employees eligible to receive overtime compensation consistent with the terms of the Fair Labor Standards Act.

It is the responsibility of the Human Resources Department to determine whether a given position meets the test for a professional, administrative, or executive exemption under the Fair Labor Standards Act. This determination is to be based upon the requirements set forth in the job description.

All exempt, and non-exempt, positions are classified in the following manner:

**FULL TIME:** Regularly scheduled to work thirty-two & one-half (32 1/2) to forty (40) hours per week.

**PART TIME:** Regularly scheduled to work twenty (20) to thirty-two & one-half (32 1/2) hours per week.

**CASUAL:** Regularly scheduled to work less than twenty (20) hours per week.

**TEMPORARY:** Scheduled to work on an as needed basis based on need(s) of the college. Schedule and number of hours subject to change.

The time worked at VWC by part time employees whose status changes to full time will be considered in eligibility for benefits.

The time worked by casual and/or temporary employees whose status changes to regular part time or regular full time will not be considered in eligibility for benefits.