



UNIVERSITY OF NORTH ALABAMA

Staff Handbook

EXEMPT OR NON-EXEMPT (*FAIR LABOR STANDARDS ACT CLASSIFICATIONS*)

Staff employees are classified as exempt or non-exempt according to the guidelines established by the Fair Labor Standards Act (FLSA). The Office of Human Resources is responsible for classifying positions according to FLSA guidelines.

Exempt: An employee is considered exempt if he/she is not subject to the time keeping and other provisions of the FLSA because of the salary level and the nature of the work. Exempt positions include those that are executive, administrative, and professional in nature and that meet the compensation threshold required by the FLSA.

Non-Exempt: An employee is considered non-exempt if he/she is subject to the time keeping and other wage and hour provisions of the FLSA. Non-exempt positions generally are those that support an exempt position and may be more routine and have less decision-making requirements than an exempt position.