



## Napa Valley College District Auxiliary Service Foundation (DAS)

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### Human Resources Policies and Procedures

#### AO 7315 DAS Employee Classification Policy

##### I. PURPOSE

To provide definitions of employment classifications and to establish procedures for review of employee status under state and federal wage and hour laws. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment relationship at will any time is retained by both the employee and the Napa Valley College District Auxiliary Services Foundation.

##### Fair Labor Standards Act Job Classifications

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws:

- **Nonexempt employees** are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are *not* exempt from the law's requirements concerning minimum wage and overtime.
- **Exempt employees** are generally executives, managers, professional, administrative or outside sales staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

##### II. PROCEDURE AND RESPONSIBILITIES

- A. All newly created positions will be reviewed by the Director of the Office of Institutional Advancement to determine whether the position is exempt or non-exempt from state and federal wage and hour laws. This review will include reviewing the job description and/or interviewing the supervisor/manager regarding the job requirements.
- B. If a position changes, the supervisor should contact the Director of the Office of Institutional Advancement, who will then review the position to determine its status.

Adopted 2/26/19