

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 109

Page 1 of 1

EXEMPT AND NON-EXEMPT CLASSIFICATIONS

Reviewed and
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Under the Fair Labor Standards Act (“FLSA”) of 1938, as amended, and re-amended in 2004, employees are classified as exempt or non-exempt depending on their duties and responsibilities. Exempt employees are not paid for overtime. Non-exempt employees are paid for overtime work under the regulations of the law and under provisions of ALA Personnel Policy No. 202.

Employees exempt from overtime provisions of the FLSA are those engaged in bona fide executive, administrative or professional, computer and outside sales jobs and meet certain provisions as defined in the FLSA. Employees or supervisors with questions on exempt and non-exempt classifications should see the Human Resources Department.

Determination to classify exempt and non-exempt are determined by Human Resources as described by FLSA and legal counsel.

Non-Exempt

Employees are required to be paid overtime for all hours worked in excess of the standard 35-hour workweek consistent with ALA Personnel Policy No. 202.

Exempt

Employees exempted from the minimum wage and overtime pay requirements of the FLSA.