



XAVIER UNIVERSITY

Position Classifications

Effective: April 30, 2008

Last Updated: April 30, 2008

Last Reviewed: March 29, 2023

Responsible University Office: Human Resources

Responsible Executive: Associate Vice President for Human Resources

Scope: All University Employees

Positions are classified as either exempt (salaried) or non-exempt (hourly) according to criteria set forth in the federal Fair Labor Standards Act (FLSA) and applicable state laws.

The University also maintains a system of job classifications for non-exempt (hourly) employees and may be obtained in the Office Of Human Resources.

EMPLOYMENT CLASSIFICATIONS

1. **Exempt (salaried)** are occupations which are executive, administrative, professional or sales oriented.

Salaried employees are paid base salary and/or commission for duties and responsibilities which are assigned to them; they are **not** paid an hourly rate or overtime pay.

2. **Non-Exempt (hourly)** are generally those positions which are not executive, administrative, professional or sales oriented. Non-exempt employees are paid on an hourly basis, including overtime pay.

3. **Full-time continuing employees** are those employees who work a regular schedule of at least 30 hours each week. Full-time continuing employees are eligible for all benefits.

4. **Part-time continuing employees** are defined as those employees who work less than 30 hours per week. Part-time employees are eligible for certain benefits on a pro-rated basis.

5. **Temporary employees** are employees hired into non-continuing positions for a specified period of time and are not benefit eligible.

Other applicable policies and/or resources:

Fair Labor Standards Act (FLSA)
Hours of Work
Overtime
Getting Paid