

# **STAFF AND ADMINISTRATIVE EMPLOYEE CLASSIFICATIONS**

## **POLICY STATEMENT**

The purpose of this policy is to define clearly all current staff and administrative employee classifications, and to define the terms Exempt and Non-Exempt as they apply to employee classifications used at Chapman University.

## **REASON FOR THE POLICY**

Staff and Administrative employee's eligibility for benefits is determined by classification.

Employees of Chapman University are classified by the Federal Government and the State of California as either "exempt" or "non-exempt." Those employees in the exempt category, by nature of their duties, include faculty and administrators. Staff employees by nature of their assigned duties, are non-exempt. Non-exempt employees are entitled to payment of overtime wages in accordance with applicable requirements. Exempt employees do not receive overtime compensation.

## **POLICY**

### **Exempt and Non-exempt Classifications**

The terms "exempt" and "non-exempt" are classifications derived from the duties performed by an employee, not from the title assigned to a position. Exempt employees, by the nature of their responsibilities are exempt from overtime compensation, under both state and federal law (see Compensation Policy).

Employees of Chapman University are classified by the Federal Government and the State of California as either "exempt" or "non-exempt." Those employees in the exempt category, by nature of their duties, include faculty and administrators. Staff employees by nature of their assigned duties, are non-exempt. Non-exempt employees are entitled to payment of overtime wages in accordance with applicable requirements. Exempt employees do not receive overtime compensation.

#### **Administrative Definition:**

The primary function of the Administrative employee is to exercise independent judgment in evaluating and deciding on possible courses of business or operational action and policy. Administrators must demonstrably spend less than half of their time performing duties that are normally assigned to non-exempt personnel.

#### **Staff Definition:**

The primary function of the Staff employee may include clerical, secretarial, custodial, maintenance, technical, or security duties.

Employees may not be designated as Administrative in order to avoid payment of overtime wages if the work performed is primarily non-exempt in nature.

All determinations as to exempt status of a Staff employee shall be made based upon applicable laws as interpreted by the Vice President of Human Resources and any appeal on such matters by a supervisory administrator must be made to the Executive Vice President/Chief Operating Officer who within the law shall have the final approval.

The following classifications are recognized by the University to identify employees:

**Full-Time Staff:** A non-exempt employee who is regularly scheduled to work for forty (40) hours per week.

**Three-Quarter Time Staff:** A non-exempt employee who is regularly scheduled to work less than forty (40), but no less than thirty (30) hours per week.

**Half-Time Staff:** A non-exempt employee who is regularly scheduled to work less than thirty (30), but not less than twenty (20) hours per week.

**Part-Time Staff:** A non-exempt employee who is regularly scheduled to work less than twenty (20) hours per week.

**Temporary Staff:** A non-exempt employee hired directly by the University for a period of less than six months. Human Resources must approve retention of any temporary employee beyond six months. Temporary employees may advance to regular status if such a change is approved through regular hiring channels. Temporary employees are not eligible for benefits. The hire date for a temporary employee, who is reclassified as a regular employee, is the date temporary employment commenced.

**Full-Time Administrator:** Exempt employee who is regularly scheduled to work forty (40) hours per week.

**Three-Quarter Time Administrator:** Exempt employee who is regularly scheduled to work less than forty (40), but no less than thirty (30) hours her week.

**Half-Time Administrator:** Exempt employee who is regularly scheduled to work less than thirty (30), but no less than twenty (20) hours per week.

**Part-Time Administrator:** Exempt employee who is regularly scheduled to work less than twenty (20) hours per week. Such employee may be hired to work on a seasonal/occasional basis.

## **Other Duties**

Each employee is required to perform such other duties as may be assigned by their supervisor from time to time.

Employees are subject to reassignment of duties by the President or their designee on a temporary or permanent basis as the President or designee determines to be in the best interests of the University.

## **OFFICE RESPONSIBLE FOR POLICY**

Human Resources

Contact information for questions about this policy:

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## **WEBSITE ADDRESS FOR THIS POLICY**

[https://www.chapman.edu/faculty-staff/human-resources/\\_files/policies/staff-classification-policy.pdf](https://www.chapman.edu/faculty-staff/human-resources/_files/policies/staff-classification-policy.pdf)

## **APPROVAL AND PUBLICATION DATES**

Effective: (Date of publication)

This policy was published in June 1998 as part of the Staff and Administrative Handbook, sections of which were amended in March 2017. In March 2021 the sections of the handbook were separated into policies, with no substantive change in content.

## **RELATED MATERIALS**

N/A.