

# Policy Title: Employee Classifications

**Impact:** Employees

**Responsibility:** Human Resources

**Effective Date:** 07/94

**Last Update:** 04/22/20

**Relates to Procedure:**

**Legal Citation(s):** Fair Labor Standards Act (FLSA) – 29 US Code Chapter 8

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## I. Policy Narrative

NIC uses the following employee classifications and categories. Benefits eligibility and overtime eligibility may vary by category and within a category, depending on the position definition.

## II. Benefits Eligibility

### A. Benefits Eligible

Positions that have been approved by the Board of Trustees as eligible to participate in the core benefits programs of the college. Benefits eligible positions work a minimum of 20 hours per NIC work week on an ongoing basis.

### B. Non-Benefits Eligible (Part-time)

Positions that are not eligible to participate in the core benefits programs of the college. Part-time positions typically cannot work more than 19.5 hours per NIC work week. The creation of these positions does not require approval by the Board of Trustees.

## III. Fair Labor Standards Act (FLSA)

### A. Non-Exempt/Overtime-Eligible (Classified)

Positions which are subject to the minimum wage and overtime provisions of the FLSA. Positions in this classification are referred to as “non-exempt” or “overtime-eligible” and are paid hourly for time worked.

### B. Exempt/Overtime Ineligible (Professional and Faculty)

Positions that are not subject to the minimum wage and overtime provisions of the FLSA. Positions in this classification are referred to as “exempt” or “overtime ineligible” and are generally paid on a salary basis.

FLSA status (non-exempt/exempt) is determined by HR through an evaluation in accordance with guidelines and requirements established by the FLSA.

#### **IV. Other**

**A. Positions funded Outside General Fund Budget Allocation**

Positions funded chiefly by a source outside of the general fund budget allocations may have varying benefits, leave accruals, and compensation systems. Typically these positions are related to grants, contracts, and/or self-sustaining revenues.

**B. Student Employees**

Student employees must be currently enrolled at NIC a minimum of six credit hours.

**C. Work-Study Employees**

Work-study employees are authorized to work through their financial aid award and must adhere to the guidelines and limitations outlined in their respective award.