

# ***Policies and Procedures***

<b>SECTION:</b> <b>Administration</b>	<b>NO.</b> <b>2.2.8.</b>		
<b>CHAPTER:</b> <b>Human Resources</b>	<b>ISSUED:</b> 1/86	<b>REV. A</b>	<b>REV. B</b>
<b>POLICY:</b> <b>Extra Salary Payments for Exempt Employees</b>	<b>PAGE 1 OF 2</b>		

## **PURPOSE**

The University's policy toward extra salary payments for exempt employees is designed to help regularize, predict, and control the outflow of budgetary funds designated for wage and salary purposes.

## **POLICY**

University salary administration precludes the payment of overtime to exempt employees. However, in exceptional circumstances, regular full-time exempt non-faculty employees may earn salary compensation in addition to regular pay. As an exception to the usual practice, additional pay for extraordinary work may be granted subject to the following conditions:

1. Prior approval of the interested Vice President(s)
2. Final approval of the President

## **SCOPE**

This policy applies to all University employees classified as exempt.

## **DEFINITIONS**

**Exempt employees** are those who are not required to be paid overtime under the Fair Labor Standards Act because their positions are classified as executive, administrative, professional, or outside sales. In determining whether an individual holds an exempt position, three major factors are considered:

- Job requirements for independent action (called discretionary authority)
- Percentage of time spent performing routine, manual, or clerical work
- Earnings level

## **PROCEDURES**

It is important that exempt employees not be misled or misinformed regarding compensation for "extra" work (consulting, for example, with the University as client.) Whenever supervisors are involved in discussions related to extra work, it is their responsibility to inform the employee that University policy precludes special payment.

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In the event that exceptional circumstance arise, requests for special compensation must be approved by the relevant Vice President and the President as stated in the policy itself.

### **ADMINISTRATION**

Questions regarding this policy and questions about employee compensation, in general, can be referred to the University's Human Resources Department and to the University's Director of Human Resources.

### **AMENDMENTS OR TERMINATION OF THIS POLICY**

Creighton University reserves the right to modify, amend, or terminate this policy at any time, especially in order to comply with changes in federal wage laws.