

Subject: Classified (Non-exempt) Personnel System

Board Policy Reference: DDA (LOCAL) Personnel Positions – Qualifications and Duties

CLASSIFIED (Non-exempt) PERSONNEL SYSTEM

Classified (non-exempt) personnel are defined as College employees who are subject to the Fair Labor Standards Act (FLSA) provisions including the payment of overtime. Non-exempt employees, Classified and designated hourly professional staff, are required to account for and record hours and fractional hours worked in the time entry reporting system.

Each classified position at the College has been evaluated to determine the level of a specific position in relation to other positions. Evaluation factors include educational levels, work experience, mental demands, responsibility, work duties, and working conditions pertinent to the position being evaluated. Positions evaluated and considered to be similar in evaluation factors, are assigned to the same salary level.

Job descriptions contain the position title, pay level, and information describing the duties to be performed.

Evaluation of each new position will be conducted as it is created. On the basis of this evaluation, the position will be placed at the proper salary level. When major changes are made in the duties and responsibilities of existing positions involving either the addition of new assignments or the modification of existing ones, the supervisor for that position may request an evaluation of the position. When the results of such an evaluation are known, the President's Executive Cabinet will decide if a reclassification of the position is warranted.