



HUMAN RESOURCES POLICY MANUAL

Topic: EMPLOYEE CLASSIFICATION DEFINITIONS	Policy #: 102.00
Effective Date: 08/13/2001	Page 1 of 1

PURPOSE:

To clearly define the different employment classifications of The University of Alabama staff.

POLICY:

Professional Staff

Professional Staff are exempt from the timekeeping and overtime provisions of the Fair Labor Standards Act because of the nature of their work. Employees in this category are paid monthly on the last day of each month.

Office, Clerical And Technical Staff

University Office, Clerical and Technical Staff are employees who engage in occupations that vary from clerical work such as Word Processors, to technical work such as Electronics Technicians. Due to work regulations as provided for by Fair Labor Standards Act, the Office, Clerical and Technical Staff perform work that qualifies them as non-exempt employees (i.e. employees who are not exempt from federal timekeeping and overtime provisions). The Office, Clerical and Technical Staff are among several employee groups at the University who are paid bi-weekly on every other Friday. There are full-time and part-time employees included in the Office, Clerical and Technical Staff.

Facilities Staff

University Facilities Staff are employees who engage in work related to the general service and maintenance of University property and equipment. Due to work regulations as provided for by Fair Labor Standards Act, the Facilities Staff performs work that qualifies them as non-exempt employees (i.e. employees who are not exempt from federal timekeeping and overtime provisions). The Facilities Staff is among several employee groups at the University who are paid bi-weekly on every other Friday. There are full-time and part-time employees included in the Facilities Staff.