

Employment Categories

Employees at Garrett-Evangelical are classified as full-time or part-time and exempt or non-exempt.

Full-time Employees

Employees are *full-time* if they work at least 35 hours per week (see “Work Week Hours” on page 8 of this handbook). Full-time employees are eligible for the Seminary’s benefit package – subject to the terms, conditions, and limitations of each benefit program.

Part-time Employees

Employees are considered *part-time* if they are scheduled to work fewer than 35 hours per week (see “Work Week Hours” on page 8 of this handbook).

Part-time employees who work at least 30 hours per week – or whose service hours equal at least 130 hours a month for more than 120 days in a year – are considered full-time under the Affordable Care Act and are eligible for medical insurance, subject to change within the act.

Part-time employees are also eligible for legally mandated benefits such as social security, Medicare, and workers’ compensation. However, part-time employees are ineligible for most of the Seminary’s other benefits unless specifically noted in this handbook.

Exempt Status

The Fair Labor Standards Act (FLSA) is a U.S. federal statute that introduced the 40-hour work week, established the national minimum wage, and guaranteed overtime payment for certain jobs. Employees are classified as *exempt* from the FLSA requirements if their roles involve primarily executive, supervisory, or professional responsibilities. Those who fall under the exempt status receive a monthly salary and are not eligible to receive overtime or additional wages for working beyond 40 hours in a work week.

Non-exempt Status

Employees who are paid an hourly wage rather than a monthly salary fall under the *non-exempt* status of the FLSA requirements, which means they are paid overtime for hours worked beyond 40 hours in a work week (see “Overtime Pay and Compensatory Time” on page 8 of this handbook).

Each employee’s job description states whether their position is exempt or non-exempt. For further information regarding exempt and non-exempt status, please contact the Human Resources Department or visit the United States Department of Labor website (<http://www.dol.gov>).