



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources
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Designation of Jobs

Policy:

There are several types of employment at Alcorn State University. Employees may be full-time regular, full-time temporary, part-time regular, part-time temporary, or seasonal. An employee whose work assignment is for less than 4.5 months is not entitled to benefits. Employees working less than 20 hours per week, regardless of whether they are regular or temporary, are not entitled to benefits.

Individuals hired to work at the University as full-time employees (100% FTE) shall not be allowed to work for any other public or private entity without full disclosure and approval by the direct supervisor, Unit Vice President, Director of Sponsored Programs (if applicable), Director of Human Resources, and President/IEO.

Employees engaging in outside employment must also affirm that there is no conflict of interest with their full-time position at Alcorn State University, on an annual basis, as a condition of employment. A copy of the Application for Permission to Engage in Outside Employment/Affirmation of Non-Conflict of Interest Form is located at <https://www.alcorn.edu/offices/finance-and-administration/human-resources/hr-forms>. Positions are divided into three (3) general categories referred to as exempt, salaried non-exempt, and hourly non-exempt as defined by the Fair Labor Standards Act (FLSA), the federal law that governs overtime, minimum wage, child labor, and recordkeeping.

The Office of Human Resources is responsible for classification of all University positions.

Exempt Employees

Exempt employees are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA). This exemption is determined by evaluating the duties and responsibilities required of the employee against the criteria outlined in the FLSA. A job is classified as exempt if its duties and responsibilities are primarily executive, managerial, or administrative, or if it requires an advanced educational degree or knowledge and experience in a field considered to be professional. Exempt employees fulfill their duties without a focus on the amount of time it takes. Therefore, exempt employees are paid a monthly salary that does not vary between pay periods based on the quality or quantity of work, and are not eligible to receive overtime for hours worked beyond 40 hours in a workweek.

Exempt employees do not earn overtime or compensatory time.

Non-exempt Employees

Non-exempt employees do not qualify, by the nature of their work and responsibilities, for exemption from the overtime or minimum wage provisions of the FLSA. Non-exempt employees are paid by the hour and must receive no less than one and one-half times their regular rate of pay for hours worked in excess of 40 hours in a workweek.

It is the policy of Alcorn State University that all hourly non-exempt employees work within the regular 40-hour work week, unless additional work time is considered necessary by the department manager/supervisor. Overtime is permitted for hourly non-exempt employees only, and must have prior approval of the department head. In instances where prior approval is not obtained, the employee shall be compensated for any overtime hours worked at the rate of 1.5 his/her regular hourly rate of pay. However, violation of this policy may warrant disciplinary action.

Salaried non-exempt employees (as defined by current FLSA provisions) will receive compensatory time, in lieu of pay, for work in excess of 40 physical hours per week. Compensatory time will be given at the rate of 1.5 times for all hours over 40 per week.

Overtime hours for emergency personnel will be based upon a work period of 28 days and will be calculated after 212 hours are accumulated in each work period. After an emergency services employee has accumulated a maximum of 240 hours (480 hours for police officers, firefighters, computer, and outside sales), the employee shall be paid overtime for hours worked above the 240 (or 480) hours at 1.5 times the number of hours worked. In instances where there are less than five (5) emergency personnel assigned to work in the Emergency Management Department, all overtime hours will be paid at the employee's regular rate of pay for each hour worked beyond the 212 hours in a 28-day work period. Employees required to be on duty at the worksite for 24 hours or more shall not be compensated for eight (8) hours per day for sleep time and one (1) hour per day for meal periods. If conditions are such that the employee is not allowed at least five (5) hours of sleep during the sleep and eat period, or if the employee ends working during that period, the eight (8) hours revert to compensable time.