**245 - Classification of Employment Definitions**

Amended 01/08/2018

# Regular Full-Time, Teaching Employees (Salary; Exempt)

Employees whose primary responsibility and duty is the teaching and facilitation of learning in a classroom and works the required schedule (as defined in the Letter of Employment) on a regular basis. These employees are not required to be paid overtime in accordance with applicable federal wage and hour laws for work performed beyond that which is outlined in the Letter of Employment in any given workweek.

# Regular Full-Time, Non-Teaching Employees (Salary; Exempt)

Employees whose primary responsibility and duty is other than teaching and facilitation of learning in a classroom and works the required schedule (as defined in the Letter of Employment) on a regular basis. Employees are not required to be paid overtime in accordance with applicable federal wage and hour laws for work performed beyond that which is outlined in the Letter of Employment in any given workweek.

# Regular Full-Time, Full-Year, Non-Teaching Employees (Hourly; Non-Exempt)

Employees whose primary responsibility and duty is other than teaching and facilitation of learning in a classroom and works the required schedule (as defined in the Letter of Employment) on a regular basis. These employees are required to be paid overtime in accordance with applicable federal wage and hour laws at the rate of time and one half (1.5) times their regular rate of pay for each hour worked over 40 hours a week.

# Regular Full-Time, Partial Year, Non-Teaching Employees (Hourly; Non-Exempt)

Employees whose primary responsibility and duty is other than teaching and facilitation of learning in a classroom and works the required schedule (as defined in the Letter of Employment) on a regular basis. These employees are required to be paid overtime in accordance with applicable federal wage and hour laws at the rate of time and one half (1.5) times their regular rate of pay for each hour worked over 40 hours a week.

# Regular Part-Time, Teaching Employees (Hourly; Non-Exempt)

Employees whose primary responsibility and duty is the teaching and facilitation of learning in a classroom and works fewer than thirty (30) hours per week (as defined in the Letter of Employment) on a regular basis. These employees are required to be paid overtime in accordance with applicable federal wage and hour laws at the rate of time and one half (1.5) times their regular rate of pay for each hour worked over 40 hours a week.

**Regular Part-Time, Cred or Non Cred, Non-Teaching Employees (Hourly; Non-Exempt)**

Employees whose primary responsibility and duty is other than teaching and facilitation of learning in a

classroom and works fewer than thirty (30) hours per week (as defined in the Letter of Employment) on a

regular basis. These employees are required to be paid overtime in accordance with applicable federal wage

and hour laws at the rate of time and one half (1.5) times their regular rate of pay for each hour worked over

40 hours a week.

# Temporary Full or Part-Time, Salary or Hourly Employees (Exempt or Non-Exempt)

Employees engaged to work full-time or part-time on GWA's payroll with the understanding that their employment is only temporary in nature and will end no later than upon the completion of a specific assignment or duty.