

Categories of Employment

The Fair Labor Standards Act establishes minimum wage and salary criteria and defines whether or not a job qualifies for overtime compensation. Jobs at Detroit Mercy are categorized based on these regulations. If a position is classified non-exempt from overtime compensation, pay is calculated on an hourly basis. Non-exempt positions qualify for overtime pay at one and one-half times the regular hourly rate for all hours worked beyond 40 in a workweek. Exempt jobs are exempt from the overtime provisions of the Fair Labor Standards Act. Employees in exempt positions are paid a fixed salary for all hours worked. Exempt employees do not qualify for overtime pay.

Full-time salaried administrators: Employees regularly scheduled to work 30+ hours per week. Full-time salaried administrative employees are considered to be exempt. In other words, administrative employees are not required to be paid overtime, by applicable federal and state wage and hour laws, for work performed beyond 40 hours a week. Administrative employees may or may not have supervisory responsibilities. Full-time Administrative employees are eligible for benefits.

Full-time hourly administrators: Hourly employees regularly scheduled to work 30+ hours per week. Full-time hourly administrative employees are considered to be non-exempt. Non-exempt employees are required to be paid overtime at the rate of one-and-one-half times their regular rate of pay for all hours worked beyond 40 hours in a workweek, by applicable federal and state wage and hour laws. Administrative employees may or may not have supervisory responsibilities. Full-time Administrative employees are eligible for benefits.

Full-time staff: Hourly employees regularly scheduled to work 40 hours per week. Full-time staff employees are considered to be non-exempt. Non-exempt employees are required to be paid overtime at the rate of one-and-one-half times their regular rate of pay for all hours worked beyond 40 hours in a workweek, by applicable federal and state wage and hour laws. Full-time staff employees are eligible for benefits.

Modified full-time staff employees: Staff employees who are scheduled to work between 30-39 hours per week. Regular modified employees are eligible for benefits, although some benefits will be prorated.

Part-time staff and administrators: Hourly employees regularly scheduled between 20-29 hours per week. Part-time employees are considered to be non-exempt. In some cases, they may be eligible for certain benefits.

Casual part-time employees: Staff or Administrative employees who are scheduled to work less than 20 hours each week and usually do not work a regular schedule. Casual part-time employees are not eligible for benefits.

Temporary employees: Employees hired for a predetermined period. Temporary employees may qualify for certain benefits. If a temporary position is going to extend beyond the predetermined period, the supervisor must contact Human Resources before making any offer of continued employment.

Student employees: Individuals enrolled in the University whose primary purpose is to be a student. Student employees are hired to assist with academic programs and other general office duties. Student employees are not eligible for benefits and are hired through the Scholarship and Financial Aid office.