

## Diocese of Owensboro- Employee Pay Manual

The Department of Labor (DOL) has finalized a rule that modernizes overtime protections for American workers as follows:

**Final Rule** - Raises the salary threshold from \$455 a week (\$23,660 for a full-year worker) to \$913 a week (\$47,476 for a full-year worker) effective December 1, 2016.

### **Exempt versus Non-Exempt Employees:**

Exempt Employee - Must meet both of the following tests:

- Salaried Test - If an employee is paid a salary (unless specifically exempt) - the employee must be paid more than a specified weekly salary level, which is \$913 per week (the equivalent of \$47,476 annually for a full-year worker) under the Final Rule ; **AND**
- Duties Test - Primarily perform executive, or administrative, or professional duties as defined in the Department's regulations.

**Executive Duties** To qualify for the executive employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary basis (as defined in the regulations) at a rate not less than \$913 per week ;
- The employee's primary duty must be managing the enterprise, or managing a customarily recognized department or subdivision of the enterprise;
- The employee must customarily and regularly direct the work of at least two or more other full-time employees or their equivalent; and
- The employee must have the authority to hire or fire other employees, or the employee's suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees must be given particular weight.

**Administrative Duties** To qualify for the administrative employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than \$913 per week;
- The employee's primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers; and
- The employee's primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

**Professional Duties** To qualify for the professional exemption there are two general types of exempt professional employees: learned professionals (teachers) and creative professionals.

Exempt employees do not earn overtime or compensatory time for time worked in excess of forty (40) hours per week. In circumstances where excessive time is being worked, an employee may be granted time off at a later date, as approved by their pastor or employer.

**Not all salaried staff is affected by this new minimum salary of \$47,476. According to the Fair Labor Standards Act (FLSA) there are exemptions listed below to the salary requirement.**

- **Teacher Exemption** - Teachers are exempt if their primary duty is teaching, tutoring, instructing or lecturing in the activity of imparting knowledge and if they are engaged in this activity as a teacher in an educational setting. The new salary and salary basis requirements do not apply to bona fide teachers. Bona Fide teachers in preschool and kindergarten qualify for the exemption under the same conditions as a teacher in elementary schools as long as their primary duty is teaching, instructing as a teacher and the instruction must occur in an educational establishment. An educational establishment is a day or residential school in an elementary or secondary school as determined by state law. Whether any particular kindergarten or preschool program qualifies as an educational establishment depends whether the program is included in the curriculum for elementary education established by the applicable state law.
- **Ministry Exemption** - Positions that fall under the Ministerial Exemption are also exempt from overtime and minimum wage. A minister is broadly defined in civil law as a person who functions in a significant religious capacity even if not ordained. Whether or not a person is considered a

minister is based primarily on the individual's job title, job description and job function. Must consider the following:

- Are employment hiring decisions regarding this employee position made on largely religious criteria?
- Is the employee qualified and authorized to perform the ceremonies of the church?
- Did the employee receive religious training for the job or commissioned by the church?
- Is the employee engaged in activities traditionally considered ecclesiastical or religious including attending to the needs of the faithful? I.e. - leading students in prayers and devotions - religious based duties
- Does the religious organization sincerely in good faith believe the employee is to function as a minister?
- Does the employee perform a religious function or serve as a messenger or teacher of the faith?
- Are the job functions inextricably intertwined with the religious organization doctrine or standards?
- Does the employee's job title, job function and job description \*reflect a ministerial function or \*reflect a role in conveying the church message and carrying out its mission? Key - Religious Role.
- The job description must reflect at least 55% or more of the employee's time and duties in a religious role to meet the Ministerial Exemption. Each parish must make sure the job description duties are very detailed to meet the Ministerial Exemption.
- Example of positions to consider for the Ministry Exemption are listed below.
  - Priest, Pastor and Associate Pastor
  - Seminarian
  - Deacon
  - Parish Life Coordinator
  - Pastoral Associate
  - Director of Religious Education
  - Liturgical Minister
  - Director of Music
  - Youth, Family and Campus Minister
  - Catechist

**Please Note - If the duties of this position are primarily clerical, even if the position supports a ministry, that position does not fall under the ministerial exemption.**

Non- Exempt Employee (Hourly Employee):

- Hourly employees must be paid overtime at a rate of 1 ½ times the hourly rate for all hours worked over 40 in a 7 day period. The standard workweek is Sunday through Saturday.
- Comp time is not allowed -You cannot offer compensatory time - time off in a future week for work performed in the current week beyond the 40 hour threshold.
- Volunteering is not a way around the rules- Employees cannot be considered to have volunteered any overtime hours if they are doing the same work for which they normally get paid.
- You cannot average hours -In determining whether an employee works more than 40 hours per week you must consider it on a week by week basis, averaging hours is not allowed.
- Employees cannot waive their right to overtime.
- Employees must keep a record of time worked.
- You must pay for all hours worked

**Examples of Non-Exempt staff:** Activities Coordinator, Administrative Assistant, Advancement Assistant, After School Worker, Bookkeeper, Bus Driver, Certified Medication and Dietary Aide, Childcare/Daycare Worker, Computer Lab Monitor, Computer Lab Tech, Custodian, Extended School Aide, Groundskeeper, Health Tech, Housekeeper, Library Assistant with no teaching duties, Maintenance Worker, Office Assistant, Receptionist, Registrar, Secretary, Staff Worker, Teacher's Aide

## How to you Calculate Overtime Hours?

- Overtime hours are all hours worked above 40 in a week.

The first 40 hours of work each week are referred to as "regular time" hours, and all other hours are referred to as "overtime hours." Must determine your work week for purposes of overtime, defined as the period from 12:01 am Sunday ending midnight Saturday.

Example: Employee works a total of 55 hours during the week. The employee had 40 hours of "Regular Time" (sometimes called "straight-time") and 15 hours of "Overtime."

- Overtime hours must be separately calculated for each week of employment.

When calculating overtime wages, each week of employment "stands alone" and may not be "averaged" or combined with any other week.

Example: If an employee works 40 hours in one week and 50 hours during the following week, the employer may not avoid paying overtime wages by arguing that the employee "averaged" 45 hours per week. Since the employee worked 50 hours during a single week, he must be paid for 10 hours of overtime work for that week.

- Other Factors to Consider:

- Part - Time Employees: If a part-time employee meets the duties test under one of the FLSA exemptions but does not earn a salary of at least \$913.00 per week, that part-time employee may not be considered exempt under the new FLSA regulations. For example, a Business Manager working in an exempt position 20 hours per week, the employer may not consider the minimum salary for that employee to be half of the \$913.00 to qualify for exempt status. Regardless of the number of hours worked per week, the minimum salary requirement for exempt employees is \$913.00 per week.
- Rest and Meal Periods: Rest periods of short duration, usually 20 minutes or less, are customarily paid for as working time. These short periods must be counted as hours worked. Bona fide meal

periods (typically 30 minutes or more) generally need not be compensated as work time. The employee must be completely relieved from duty for the purpose of eating regular meals. The employee is not relieved if he/she is required to perform any duties, whether active or inactive, while eating. For example, if an employee is eating while answering the phone they are actively working.

**Travel Time: The principles which apply in determining whether time spent in travel is compensable time depends upon the kind of travel involved as discussed below:**

- Home to Work Travel: An employee who travels from home before the regular workday and returns to his/her home at the end of the workday is engaged in ordinary home to work travel, which is not work time.
- Home to Work on a Special One Day Assignment in Another City: An employee who regularly works at a fixed location in one city is given a special one day assignment in another city and returns home the same day. The time spent in traveling to and returning from the other city is work time, except that the employer may deduct/not count that time the employee would normally spend commuting to the regular work site.
- Travel that is all in a Day's Work: Time spent by an employee in travel as part of their principal activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.
- Travel Away from Home Community: Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly work time when it occurs during the employee's workday.

*All changes within Paycor must occur with the first payroll in December 2016. Job descriptions should be reviewed and updated if needed and signed by the employee.*

<b>Positions currently in the Diocese</b>	<b>Possible Exemption if any</b>	<b>Must meet minimum salary</b>	<b>Notes</b>	<b>Overtime Exempt</b>	<b>Minimum Wage Exempt</b>	<b>Salary of Hourly</b>
Academic Dean	Teacher	Teacher Exemption	Must meet DOL definition of teacher guidelines and could be called on to teach if needed	Yes if exempt	Yes if exempt	Salary or Hourly
Accountant	Professional	Yes	Exempt if meets salary requirement. If does not meet minimum salary requirement, must be paid hourly	Yes if exempt	No	Salary or Hourly
Accounting Assistant	Hourly	NA	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Activities Coordinator	Hourly	NA	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Administrative Assistant/Bookkeeper	Hourly	NA	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Administrator	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes if exempt	No	Salary or Hourly
Administrator Assistant	Hourly	NA	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Advancement Assistant	Hourly	NA	Must be paid hourly and is eligible for overtime.	No	No	Hourly

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After School Worker	Hourly	NA	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Archivist Assistant	Hourly	NA	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Assistant Director of Food Service	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly	Yes if exempt	No	Salary or Hourly
Assistant Preschool Director	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly	Yes if exempt	No	Salary or Hourly
Assistant Principal	Teacher	Teacher Exemption	Must meet DOL definition of teacher guidelines and could be called on to teach if needed	Yes if exempt	Yes if exempt	Salary or Hourly
Athletic Director	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly	Yes if exempt	No	Salary or Hourly
Band Director	If Teacher	No	If provides instruction as primary duty in an educational establishment is a teacher if not must be paid hourly	Yes if exempt	Yes if exempt	Salary or Hourly
Bookkeeper	Hourly	NA	Must be paid hourly and is eligible for overtime.	No	No	Hourly



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Bus Driver	Hourly	NA	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Business Manager	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes if exempt	No	Salary or Hourly
Cafeteria Employee	Hourly	NA	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Cafeteria Employee - Sub	Hourly	NA	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Cafeteria Manager	Hourly	NA	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Camp - Director	Ministerial Exemption	No	Review job description and duties to meet ministerial exemption. If duties are primarily clerical, must be paid hourly	Yes if exempt	Yes if exempt	Salary or Hourly
Camp - Program Director	Ministerial Exemption	No	Review job description and duties to meet ministerial exemption. If duties are primarily clerical, must be paid hourly	Yes if exempt	Yes if exempt	Salary or Hourly
Canonist - Diocese	Ministerial Exemption	No	NA	Yes if exempt	Yes if exempt	Salary

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Capital Campaign Coordinator	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes if exempt	No	Salary or Hourly
Certified Medication Aide	Hourly	No	Must be paid hourly and is eligible for overtime.	No	No	Hourly
CFO	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly	Yes if exempt	No	Salary or Hourly
Chancellor	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly	Yes if exempt	No	Salary or Hourly
Childcare Worker	Hourly	NA	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Choir Director	Ministerial Exemption	No	Review job description and duties to meet ministerial exemption. If duties are primarily clerical, must be paid hourly	Yes if exempt	Yes if exempt	Salary or Hourly
Coach (no teaching duties)	Stipend	No	The coach would need to complete a timesheet, and must be paid overtime if they work over 40 hours a week.	No	No	Stipend or Salary
Computer Lab Monitor	Hourly	NA	Must be paid hourly and is eligible for overtime.	No	No	Hourly

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Computer Lab/Tech	Hourly	NA	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Controller	Professional	Yes	Exempt if meets minimum salary test. If does not meet minimum salary requirement, must be paid hourly	Yes if exempt	No	Salary or Hourly
Coordinator of RCIA	Ministerial Exemption	No	Review job description and duties to meet ministerial exemption. If duties are primarily clerical, must be paid hourly	Yes if exempt	Yes if exempt	Salary or Hourly
Custodian	Hourly	NA	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Day Care Director	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly	Yes if exempt	No	Salary or Hourly
Development Director	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly	Yes if exempt	No	Salary or Hourly
Dietary Aide	Hourly	NA	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Differentiated Learning Specialist	If Teacher	Teacher Exemption	Must meet DOL definition of teacher guidelines	Yes if exempt	Yes if exempt	Salary or Hourly

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Digital Media Specialist	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly	Yes if exempt	No	Salary or Hourly
Director - Diocese	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly	Yes if exempt	No	Salary or Hourly
Director Cemetery	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly	Yes if exempt	No	Salary or Hourly
Director Music	Ministerial Exemption	No	Review job description and duties to meet ministerial exemption. If duties are primarily clerical, must be paid hourly	Yes if exempt	Yes if exempt	Salary or Hourly
Director of Building and Grounds	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly	Yes if exempt	No	Salary or Hourly
Director of Business Administration	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly	Yes if exempt	No	Salary or Hourly
Director of Business Affairs	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly	Yes if exempt	No	Salary or Hourly
Director Of Faith Formation	Ministerial Exemption	No	Review job description and duties to meet ministerial exemption. If duties are primarily clerical, must be paid hourly	Yes if exempt	Yes if exempt	Salary or Hourly

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Director of Food Service	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly	Yes if exempt	No	Salary or Hourly
Director of Music & Liturgy	Ministerial Exemption	No	Review job description and duties to meet ministerial exemption. If duties are primarily clerical, must be paid hourly	Yes if exempt	Yes if exempt	Salary or Hourly
Director of Music & Liturgy - Part Time	Ministerial Exemption	No	Review job description and duties to meet ministerial exemption. If duties are primarily clerical, must be paid hourly	Yes if exempt	Yes if exempt	Salary or Hourly
Director of Religious Education	Ministerial Exemption	No	Review job description and duties to meet ministerial exemption. If duties are primarily clerical, must be paid hourly	Yes if exempt	Yes if exempt	Salary or Hourly
Director of Religious Education - Part Time	Ministerial Exemption	No	Review job description and duties to meet ministerial exemption. If duties are primarily clerical, must be paid hourly	Yes if exempt	Yes if exempt	Salary or Hourly
Director of Schools/President	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly	Yes if exempt	No	Salary or Hourly
Director of Stewardship	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly	Yes if exempt	No	Salary or Hourly
Director of Technology	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly	Yes if exempt	No	Salary or Hourly

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Director of Youth Ministry	Ministerial Exemption	No	Review job description and duties to meet ministerial exemption. If duties are primarily clerical, must be paid hourly	Yes if exempt	Yes if exempt	Salary or Hourly
Director of Youth Ministry - Part Time	Ministerial Exemption	No	Review job description and duties to meet ministerial exemption. If duties are primarily clerical, must be paid hourly	Yes if exempt	Yes if exempt	Salary or Hourly
Editor & Coordinator of Dio. Publications	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly	Yes if exempt	No	Salary or Hourly
Extended School Aide	Hourly	NA	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Facility Manager	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly	Yes if exempt	No	Salary or Hourly
Field Auditor	Professional	Yes	Exempt if meets salary requirement. If does not meet minimum salary requirement, must be paid hourly	Yes if exempt	No	Salary or Hourly
Groundskeeper	Hourly	NA	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Groundskeeper/Custodian	Hourly	NA	Must be paid hourly and is eligible for overtime.	No	No	Hourly

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Guidance Counselor	Teacher	Teacher Exemption	Must meet DOL definition of teacher guidelines and could be called on to teach if needed	Yes if exempt	Yes if exempt	Salary or Hourly
Health Tech	Hourly	NA	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Hispanic Ministry Assistant	Ministerial Exemption	No	Review job description and duties to meet ministerial exemption. If duties are primarily clerical, must be paid hourly	Yes if exempt	Yes if exempt	Salary or Hourly
Housekeeper	Hourly	NA	Must be paid hourly and is eligible for overtime.	No	No	Hourly
HR/Safe Environment Specialist	Hourly	NA	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Human Resource/Payroll	Hourly	NA	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Lead Teacher - Preschool	Teacher	Possible Teacher Exemption	Must meet DOL definition of teacher guidelines and be in an educational establishment	Yes if exempt	No	Salary or Hourly
Library Assistant	If Teacher	Possible Teacher Exemption	Must meet DOL definition of teacher guidelines if not must be paid hourly	Yes if exempt	No	Salary or Hourly

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Maintenance Director	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly	Yes if exempt	No	Salary or Hourly
Maintenance Supervisor	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly	Yes if exempt	No	Salary or Hourly
Maintenance Worker	Hourly	NA	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Media Specialist	If Teacher	Possible Teacher Exemption	Must meet DOL definition of teacher guidelines if not must be paid hourly	Yes if exempt	No	Salary or Hourly
Musician	Ministerial Exemption	No	NA	Yes	Yes	Salary
Musician - Substitute/Weekends	Ministerial Exemption	No	NA	Yes	Yes	Salary
Office Assistant	Hourly	NA	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Office Manager	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly	Yes if exempt	No	Salary or Hourly



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Parish Administrator	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly	Yes if exempt	No	Salary or Hourly
Pastor	Ministerial Exemption	No	NA	Yes	Yes	Salary
Pastoral Assistant	Ministerial Exemption	No	Review job description and duties to meet ministerial exemption. If duties are primarily clerical, must be paid hourly	Yes if exempt	Yes if exempt	Salary or Hourly
Pastoral Associate	Ministerial Exemption	No	Review job description and duties to meet ministerial exemption. If duties are primarily clerical, must be paid hourly	Yes if exempt	Yes if exempt	Salary of Hourly
Preschool Director	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly	Yes if exempt	No	Salary or Hourly
Preschool Instructional Assistant	Hourly	NA	Must be paid hourly and is eligible for overtime	No	No	Hourly
Preschool Teacher	If Teacher	No	Must meet DOL definition of teacher guidelines in educational establishment	Yes if exempt	Yes if exempt	Salary
Principal	Teacher	Teacher Exemption	Must meet DOL definition of teacher guidelines and could be called on to teach	Yes if exempt	Yes if exempt	Salary

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Receptionist	Hourly	NA	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Registrar	Hourly	NA	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Religious	Depends on Work Performed	Depends on Work Performed	Being religious does not affect the FLSA status. The status is the assigned job title, job description, and job function	Depends on Work Performed	Depends on Work Performed	Depends on Work Performed
Sacristan	Ministerial Exemption	No	Review job description and duties to meet ministerial exemption. If duties are primarily clerical, must be paid hourly	Yes if exempt	Yes if exempt	Salary and Hourly
Secretary	Hourly	NA	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Social Justice Coordinator	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly	Yes if exempt	No	Salary or Hourly
Software Specialist	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly	Yes if exempt	No	Salary or Hourly
Speech Pathologist	Professional	Yes	Exempt if meets salary requirement. If does not meet minimum salary requirement, must be paid hourly	Yes if exempt	No	Salary or Hourly

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Staff Worker	Hourly	NA	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Substitute Teacher	Teacher	Teacher Exemption	Must meet DOL definition of teacher guidelines in educational establishment	Yes if exempt	Yes if exempt	Salary
Summer Camp Staff	Special Rules Apply	Special Rules Apply	Special Rules Apply	Special Rules Apply	Special Rules Apply	Special Rules Apply
Summer Worker Day Camp	Special Rules Apply	Special Rules Apply	Special Rules Apply	Special Rules Apply	Special Rules Apply	Special Rules Apply
Superintendent	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly	Yes if exempt	No	Salary or Hourly
Teacher	Teacher	Teacher Exemption	Must meet DOL definition of teacher guidelines in educational establishment	Yes if exempt	Yes if exempt	Salary
Teacher and Coach	Teacher	Teacher Exemption	Must meet DOL definition of teacher guidelines in educational establishment	Yes if exempt	Yes if exempt	Salary
Teacher's Aide	Hourly	NA	Must be paid hourly and is eligible for overtime.	No	No	Hourly

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Technology Specialist	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly	Yes if exempt	No	Salary or Hourly