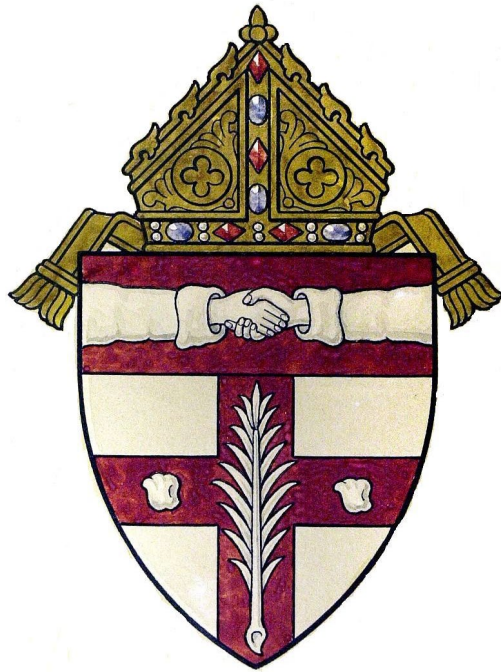


*Diocese of Owensboro*  
*Employee Pay Manual*





**January 1, 2020**

## **Diocese of Owensboro Employee Pay Manual - 01/01/2020**

The Department of Labor (DOL) has finalized a rule that modernizes overtime protections for American workers as follows: **Final Rule** - Raises the 2004 salary threshold from \$455 a week (\$23,660 for a full-year worker) to \$684 a week (\$35,568 for a full-year worker) effective **January 1, 2020**. This manual has been developed to assist with compliance with federal laws governing compensation. Please contact the Diocese of Owensboro Human Resource Department at 270-683-1545 with any questions.

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

There are two basic types of employees in the workplace – exempt and non-exempt employees. Exempt salaried positions are excluded from minimum wage and overtime and must be paid a salary rather than an hourly wage. For a position to be considered exempt under federal law, a two part salaried and duty test must be met. 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 exempt employee may be granted time off at a later date, as approved by their pastor or employer.

Non-exempt positions must be paid an hourly rate and overtime at a rate of 1 ½ times the hourly rate for all hours worked over 40 hours in a 7 day work week.

### **Exempt Salaried 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 \$684 per week (the equivalent of \$35,568 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 Exemption – Manage the business or department, supervise two or more associates, authority to hire, fire or make suggestions and a minimum salary is \$684 per week or \$35,568 annually. (Examples – Director of Development, Office Administrator)

Administrative Exemption – Primary duty must be the performance of office or non-manual work related to the management or general business operations. Primary duty includes the exercise of discretion and independent judgment with respect to a significant matter and receives a minimum salary of \$684 per week or \$35,568 annually. (Examples – Executive Assistant, Maintenance Supervisor)

Professional Exemption – It is the learned professional employee exemption and must meet all the following: Primary duty must be the performance of work requiring advanced knowledge and field of science or learning and advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction and receive a minimum salary of \$684 per week or \$35,568 annually. (Examples Business Manager, Accountant, Technology Director)

**Not all salaried staff are affected by the minimum salary of \$35,568. Under the Fair Labor Standards Act (FLSA) there are exemptions listed below to the salary requirement.**

- **Teacher Exemption** – Teachers, including substitute 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. If an employee does not meet the definition of education establishment the employee must be paid on an hourly basis.

- **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 Employees (Hourly Employees):**

- 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.
- Definition of a **Salaried Non-Exempt** employee - Employee is paid a fixed amount but is entitled to overtime pay in which the time worked exceeds 40 hours in a work week. Even though paid on a salaried basis, the employee must track and record actual time 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, and Teacher's Aide.

### **How do 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 \$684.00 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 \$684.00 to qualify for exempt status. Regardless of the number of hours worked per week, the minimum salary requirement for exempt employees is \$684.00 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. In accordance with federal law, the Diocese of Owensboro requires the provision of unpaid, reasonable break time for an employee to express milk during her workday when separated from her newborn child for up to one year after the child's birth.

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.

Please note – An employee can only have one FLSA status. If an employee works at more than one position anywhere in the Diocese, the employee's FLSA status is determined by their primary position, and this status applies to all positions the employee works.

Sample Job Descriptions can be located at the following link:

<https://owensborodiocese.org/sample-job-descriptions/>

## **Exhibits:**

### **Independent Contractors**

The primary consideration of determining if a worker is an independent contractor is the economic independence of the worker. Several factors go into making this determination:

- The extent to which the work performed is an integral part of the employer's business.
- Whether the worker's managerial skills affect his or her opportunity for profit and loss.
- The relative investments in facilities and equipment by the worker.
- The worker's skill and initiative.
- The permanency of the worker's relationship with the employer.
- The nature and degree of control by the employer.

Most independent contractors have their own businesses, have other clients or customers, set their own hours and are not supervised by the employer. An employee of the Diocese cannot also be an independent contractor of the Diocese on an individual basis.

# Time Sheet Example:

Employee Name \_\_\_\_\_

Payroll Dates: \_\_\_\_\_

Pay Date: \_\_\_\_\_

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
<b>DATE</b>								
Regular hours								
Sick hours								
Vacation hrs.								
Personal								
Other								
<b>TOTAL</b>								

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
<b>DATE</b>								
Regular hours								
Sick hours								
Vacation hrs.								
Personal								
Other								
<b>TOTAL</b>								

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
<b>DATE</b>								
Regular hours								
Sick hours								
Vacation hrs.								
Personal								
Other								
<b>TOTAL</b>								

I certify that the hours recorded on this timesheet are correct.

Employee Signature/Date: \_\_\_\_\_

Supervisor Signature/Date: \_\_\_\_\_



**DIOCESE OF OWENSBORO**

**MEMORANDUM OF UNDERSTANDING**

Note: The following information provided is for an “at will” employee and does not indicate contract status. Rather, the information clarifies work hours and salary expectations for the position. Attached is the job description for further clarification of expectations.

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Parish:** \_\_\_\_\_

**Hours:** \_\_\_\_\_

**Days:** \_\_\_\_\_

**Choose One:**

- Exempt**
- Non-Exempt**

**Choose One:**

- Hourly**
- Salaried**

**Choose One:**

- Full Time**
- Part Time**
- Temporary**

**Starting Rate of Pay:** \_\_\_\_\_

Benefits: According to the “Diocese of Owensboro Employee Policy Handbook”

**Paid Days Off Available as of** \_\_\_\_\_ **:**

**Vacation Days:** \_\_\_\_\_ **Sick Days:** \_\_\_\_\_ **Personal Days:** \_\_\_\_\_

Other Notes:

I understand and accept the above information and have read my job description.

Signature of Employee/Date: \_\_\_\_\_

Signature of Supervisor/Date: \_\_\_\_\_

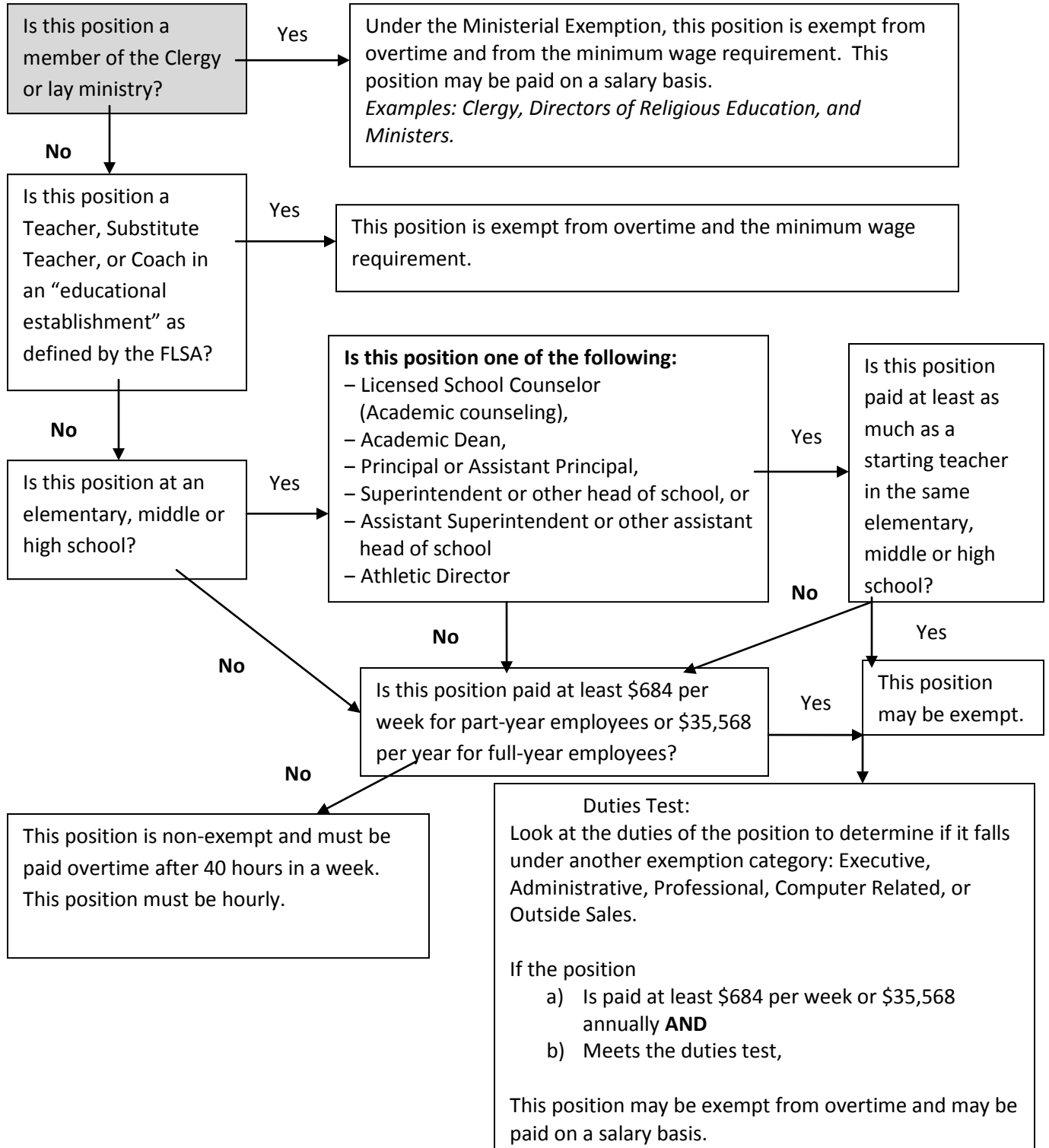
Note: All diocesan employees must sign the “Employee Acknowledgment” form acknowledging that they have received the “Diocese of Owensboro Employee Policy Handbook” (July 1, 2018) and that it is the employee’s responsibility to read and comply with the policies contained in the handbook and any revisions made to it. The signed form is to be filed in the parish personnel file.



## Exempt or Non-Exempt under the FLSA

To determine if a position is exempt or non-exempt under the Fair Labor Standards Act (1938), look at the salary level and the job description. **The actual duties, not the job title, determine the FLSA status.**

### Start Here:



<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

<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>
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

<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>
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

<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>
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

<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>
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

<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>
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

<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>
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



<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>
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

<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>
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

<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>
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

<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>
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

<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>
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

<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>
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

Positions currently in the Diocese	Possible Exemption if any	Must meet minimum salary	Notes	Overtime Exempt	Minimum Wage Exempt	Salary of Hourly
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