

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

BUSINESS PROCEDURES

Exempt and Non-Exempt Employees

It shall be the policy of the Diocese of Des Moines Catholic Schools Office, under the aegis of the Bishop, that all school employers abide by the following requirements of the Fair Labor Standards Act (FLSA, 1983).

All employees must be classified as exempt or non-exempt.

Exempt employees are generally executive, administrative and/or professional employees. They are exempt from minimum wage and overtime requirements of FLSA.

Non-exempt employees of a school would be those whose jobs support the efforts of the professional educators, such as, secretarial, custodial, teacher associate, and cafeteria staff members. All non-exempt staff members, must keep accurate daily and weekly records of hours worked.

Non-exempt employees must be paid time and half for hours worked beyond 40 hours per week. Any scheme, including comp time, which does not pay for overtime is illegal. Non-exempt employees may not volunteer their time in the same job they perform for the same employer nor may they waive their rights under FLSA.

All schools are to offer benefits consistent with the Diocese of Des Moines policy #501 – Benefits concerning:

- Medical/Dental
- Pretax Deductions
- Life Insurance
- Disability Insurance
- Retirement Plan.

Questions should be discussed with Human Resources, Diocese of Des Moines.

Policy Adopted: June 21, 2005
Policy Revised: March 25, 2013
July 31, 2021