



CLASSIFICATIONS OF EMPLOYMENT POLICY

Bonneville Academy adopts the following policy to clearly define employment classifications in compliance with the Fair Labor Standards Act (FLSA), Utah labor laws, and applicable federal guidelines. This policy supports proper employee compensation, scheduling, and benefits administration.

Employment Classifications

1. Full-Time Employee: An employee who is regularly scheduled to work 30 or more hours per week.
2. Part-Time Employee: An employee who is regularly scheduled to work fewer than 30 hours per week.
3. Temporary Employee: An employee hired for a short-term assignment, typically less than six months. Temporary employees are not eligible for benefits unless otherwise required by law.
4. Exempt Employee: An employee who is exempt from the overtime provisions of the FLSA. Exempt employees are paid a fixed salary and are not entitled to overtime pay.
5. Non-Exempt Employee: An employee who is entitled to overtime pay under the FLSA. Non-exempt employees are compensated based on hours worked and are eligible for overtime pay for hours worked beyond 40 in a workweek.

Employees will be informed of their employment classification upon hire and any time their classification changes. Questions about classification should be directed to school administration or Human Resources.

Legal Reference

- Fair Labor Standards Act (FLSA)

