

## MEMORANDUM

TO: SLCC Staff and Faculty  
FROM: Employment and Compensation  
DATE: 2/26/2025  
SUBJECT: Additional assignments for non-exempt employees

At Salt Lake Community College we occasionally have **full-time** employees who take on additional work beyond their regular full-time role. Additional compensation may be used to pay *exempt* staff employees for temporary efforts or assignments that significantly deviate from a job's normal expectations. The form of payment may be set up as an additional assignment to be paid as a stipend or one-time payment. The college is providing the following guidance regarding additional work for non-exempt employees.

**Exempt employees:** refers to those employees whose positions require significant decision-making and independent judgment, like managers or professionals that may have advanced degrees, their job duties being considered executive, administrative, or professional, usually paid a salary that meets a specific threshold.

**Non-Exempt employees:** refers to those employees who are typically paid hourly or earn a salary that is less than a minimum amount determined by the Department of Labor. Non-exempt employees are entitled to overtime pay for hours worked beyond a standard work week.

**Due to federal overtime provisions contained in the Fair Labor Standards Act (FLSA), non-exempt employees must receive overtime pay for hours worked over 40 in a workweek at a rate not less than time and one-half their regular rates of pay.** Therefore, any hours worked exceeding your standard work week will be considered overtime and paid at time and a half your regular hourly rate. Any hours worked above 40 in a work week must be accurately recorded on your timesheet as overtime. **Prior approval from your direct supervisor is required before undertaking any overtime hours.** Please see the FLSA link for more information [Wages and the Fair Labor Standards Act | U.S. Department of Labor](#)

**For compliance purposes, non-exempt full time employees are ineligible to have an additional assignment, including adjunct teaching assignments or be paid for extra work through a stipend or one-time payment.** *This does not impact part-time, non-exempt employees or work study, as long as total hours worked for all assignments does not exceed 125 hours per month.*

The college is providing advance notice of this change for non-exempt employees who may have existing adjunct teaching contracts. Effective July 1, 2025, non-exempt employees will not be able to receive adjunct teaching contracts at SLCC. This does not impact non-exempt employees' ability to provide adjunct services at institutions outside of SLCC.