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**BREWTON-PARKER COLLEGE
NON-FACULTY EMPLOYEE JOB CLASSIFICATION**

This Non-Faculty Employee Job Classification consists of two parts. Part I describes the level of duties and responsibilities for each type of job for which employment is available at Brewton-Parker College and whether the job level is exempt or non-exempt for purposes of the Federal Labor Standards Act (FLSA). Part II describes the level assigned to each job position or title.

**PART I
LEVEL OF DUTIES AND RESPONSIBILITIES**

Level 1: Works under direct supervision; assumes responsibility for routine tasks using basic skills and established procedures; demonstrates effective job knowledge; demonstrates initiative and motivation in performance of job responsibilities. Non-exempt.

Level 2: Works under direction; manages/supervises other employees and/or assumes responsibility for planning, assigning, and reviewing work of employees under supervision; regularly assists bona fide executive or administrative personnel, exercises discretion and independent judgment with authority to make important decisions. Exempt-Administrative.

Level 3: Works under general direction; manages and supervises departmental functions and responsibilities; assumes responsibility for planning, assigning, and reviewing work of subordinates under direction; assumes responsibility for planning and recommending general departmental responsibilities as directed; exercises discretion and independent judgment with authority to make important decisions. Exempt-Administrative.

Level 4: Works under minimal direction; manages and supervises divisional functions and responsibilities; assumes responsibility for planning and recommending general divisional responsibilities and implementing and managing general responsibilities as directed by the President and/or Board of Trustees; exercises authority to employ and discharge employees; exercise general discretionary powers in management of the institution. Exempt-Executive.

Contact for Interpretation: President

This policy statement supersedes all previous
policy statements on this subject.