



ARCHDIOCESE
OF INDIANAPOLIS
The Church in Central and Southern Indiana

Office of Human Resources
1400 N. Meridian St.
Indianapolis, IN 46202

May 24, 2016

Dear Pastors, Parish Life Coordinators, High School Presidents, Principals, Agency Directors, Business Managers, and Bookkeepers,

New Department of Labor Regulations

Today, the Department of Labor announced an increase in the salary required for a position to be exempt (meaning that overtime pay is not required for hours worked in excess of 40 per week). The salary required to be exempt will increase from \$ 23,660 per year to \$47,476 per year effective **December 1, 2016**. This letter and the accompanying Pay Compliance Manual will help you comply with this federal requirement.

Are all salaried employees affected by this new minimum salary of \$47,476 per year?

No, according to the Fair Labor Standards Act (the federal law that primarily governs compensation), there are exceptions to the salary requirement, as shown below:

- **Teachers** – Elementary and secondary school teachers, substitute teachers, and coaches are in this category and do not have a minimum salary in order to be considered exempt under federal law. Under certain circumstances, pre-school teachers and librarians may also be considered teachers, as explained in the Pay Compliance Manual.
- **Ministers** – Employees who act as ministers also do not have a minimum salary in order to be exempt from overtime pay under federal law. Please also see the Pay Compliance Manual for details as to which positions can be considered to be ministers under federal law.

If a salaried employee does not meet one of the exemptions above and earns less than \$47,476 per year, what are our options? There are two options available, and the decision is made by the supervisor:

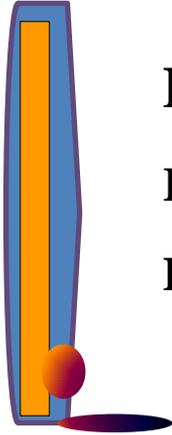
- **Salary Increase** – The employee's salary can be increased to at least \$47,476 per year effective December 1, 2016. Please note that the minimum salary required for a position to be considered exempt will increase every 3 years at a rate established by the federal government.
- **Reclassification as Hourly** – The employee can be re-classified as an hourly employee and would need to be paid time-and-a-half for all hours worked in excess of 40 per week. It is very important to document hours worked each week and to retain this documentation.

We highly encourage you or a member of your staff to read and apply the information in the Pay Compliance Manual to ensure that your parish, school, or agency is in compliance with federal and state regulations. If you have any questions, please contact Ginger Thomas, our Human Resources Field Representative, at gthomas@archindy.org. Ginger will also be reaching out to you to arrange a visit, but please feel free to e-mail her with the best times for you to meet with her if you would like to get on the calendar as soon as possible.

Thank you very much, and God bless you and your ministry to the Church.

Sincerely,

Ed Isakson
Director, Human Resources

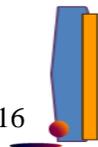


Pay Compliance Manual

Roman Catholic Archdiocese of Indianapolis

Human Resources Office

May 24, 2016



This manual has been developed with the guidance of our Archdiocesan attorney to help you ensure that your parish, school, or agency is in compliance with federal and state laws governing compensation. Please refer any questions to the Human Resources Office.

Difference between Exempt and Non-Exempt Positions

- For a position to be exempt from overtime (and usually paid on a salary basis), a two-part test must be met:
 1. The position must be paid a salary above the limit established by the Dept. of Labor, *AND*
 2. The duties of the position must fall into one of the categories established by the Dept. of Labor.
- Non-exempt positions must be paid overtime at a rate of 1 ½ times the hourly rate for all hours worked over 40 in a 7-day week. For the Archdiocese, the standard workweek is Sunday through Saturday.
- Non-exempt employees must be paid for all hours worked. Hours worked include activities such as taking phone calls over the lunch hour and checking voice mail or e-mail when away from work. Employees cannot “volunteer” to do their regular job or work off the clock.

Exemption for Teachers

Teachers and substitute teachers in elementary, middle, and high schools will continue to be exempt without regard to a minimum salary. They are exempt under the Fair Labor Standards Act (FLSA) from overtime and from the minimum wage.

Pre-Schools and Day Care Ministries

In order for a position to be classified as a “teacher” and exempt from the required minimum salary, the following conditions must be met:

1. The primary duties of the position must be teaching, tutoring, instructing or lecturing in order to impart knowledge, AND
2. The instruction must occur in an “educational establishment.” An “educational establishment” means: “A day or residential school **in an elementary or secondary school system** as determined under state law, an institution of higher education or other educational institution (such as special schools for children with mental or physical disabilities or gifted children, whether classified as elementary, secondary or higher). Whether any particular introductory program (e.g., kindergarten or nursery school program) qualifies as an educational establishment depends upon whether the program is **included in the curriculum for elementary education established by the applicable state law.**”

Employees of pre-schools and day care ministries that do not meet the definition of “educational establishment” must be paid on an hourly basis and are entitled to overtime pay. This is not part of the new rule, but it is important to look at the duties of teachers in pre-schools and day care ministries to determine if they meet the definition.

Positions that are Always Non-Exempt

Secretaries, administrative assistants, receptionists, other administrative clerical positions, and nurses are examples of positions that are always non-exempt and must be paid on an hourly basis.

Ministerial Exemption

Positions that fall under the Ministerial Exemption are also exempt from overtime and the minimum wage. It's not enough, however, to call a position a "ministry" position, even though we know that all employees of the Archdiocese contribute to the ministry of the Church. These positions are clearly within the Ministerial Exemption:

- Priest, Pastor, Associate Pastor
- Seminarian
- Deacon
- Parish Life Coordinator
- Pastoral Associate
- Director of Religious Education (or equivalent)
- School Presidents, Principals, Vice Principals, and the equivalent
- Liturgical Minister
- Director of Music or equivalent
- Youth, Family, and Campus Minister
- Catechist
- Sacristan

If the duties of the position are **primarily clerical**, even if the position supports a ministry, that position does not fall under the Ministerial Exemption. These positions might include Religious Education Assistant or Youth Ministry Assistant and other support positions.

The Legal Definition of "Minister"

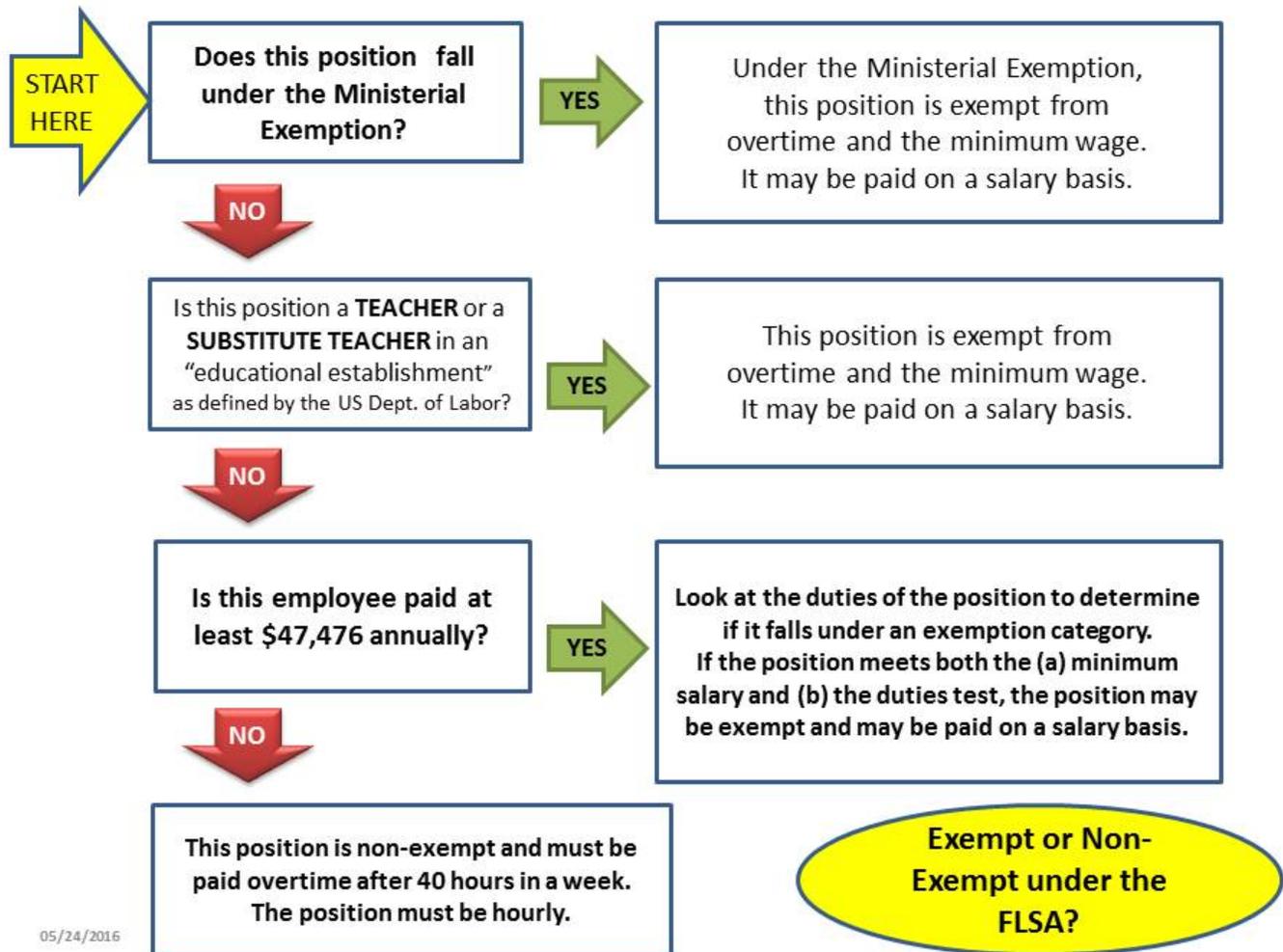
A "minister" is broadly defined in civil law as a person who functions in a significant religious capacity (even if not ordained) with regard to ministerial exemption legal cases.

The courts use a "totality of the circumstances" analysis to determine if a person is deemed a "minister". *Hosanna-Tabor Evangelical Lutheran Church & Sch. v. EEOC*, 132 S.Ct. 694 (2012). This is a multi-factor, fact-intensive examination of the duties of the position. Whether or not a person is considered a minister is based primarily on the individual's job description and function.

In analyzing the job duties, factors to be considered may include:

- 1) Are employment hiring decisions regarding the employee position at issue made largely on religious criteria? (e.g., does the employee need to be Catholic?)
- 2) Is the employee qualified and authorized to perform the ceremonies of the church?
- 3) Is the employee engaged in activities traditionally considered ecclesiastical or religious, including attending to the religious needs of the faithful? Examples: Teaching a religious course or curriculum as part of teaching duties; leading students in daily prayers and devotions. Key: Religious-based duties.
- 4) Did the employee receive religious training for the job and/or commissioning by the church?
- 5) Did the employee receive any benefits / perks commonly associated with ministers such as, for example, tax exempt housing or a housing allowance?
- 6) Does the employee's job title and/or job description: (1) Reflect a ministerial function or role? or (2) Reflect a role in conveying the Church's message and carrying out its mission? Key: Religious role
- 7) Does the religious organization sincerely in good faith believe that the employee is to function as a minister?
- 8) Are the job functions inextricably intertwined with the religious organization's religious doctrine or standards?
- 9) How much time did the employee spend in religious activities or functions? Key: Relevant but not to be considered in isolation of other factors.
- 10) Does the employee perform a religious function or serve as a messenger or teacher of the faith?

To help you verify that you are in compliance with the FLSA, please take a look at this flow chart:

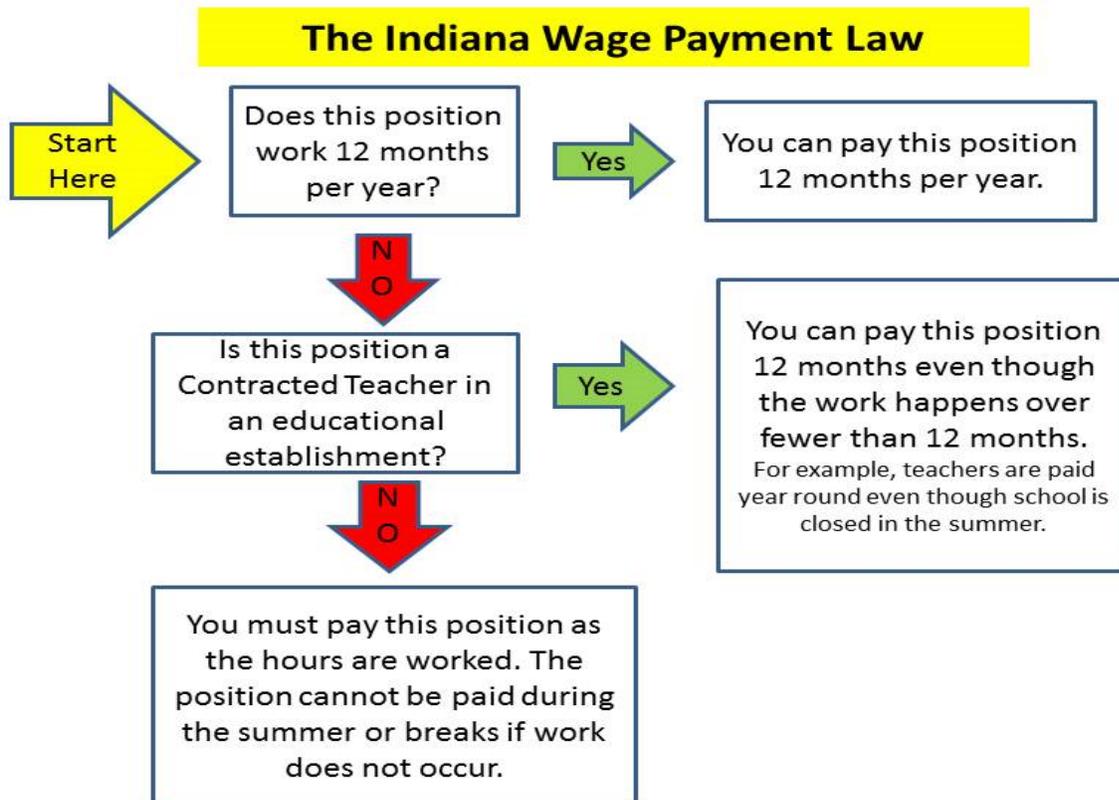


An “educational establishment” means “a day or residential school **in an elementary or secondary school system** as determined under state law, an institution of higher education or other educational institution (such as special schools for children with mental or physical disabilities or gifted children, whether classified as elementary, secondary or higher). Whether any particular introductory program (e.g., kindergarten or nursery school program) qualifies as an educational establishment depends upon whether the program is **included in the curriculum for elementary education established by the applicable state law.**”

Indiana Wage Payment Law

The Indiana Wage Payment Law requires that employees be paid for all hours worked within 10 days of the end of the pay period in which the hours were worked. Teachers are the only positions exempt from this law.

Please look at pay practices with this law in mind. Are school year employees other than teachers being paid year round when they don't work all year? The Indiana Wage Payment Law does not permit employees to be paid year round if they don't work year round



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:

- 1) The extent to which the work performed is an integral part of the employer's business.
- 2) Whether the worker's managerial skills affect his or her opportunity for profit and loss.
- 3) The relative investments in facilities and equipment by the worker.
- 4) The worker's skill and initiative.
- 5) The permanency of the worker's relationship with the employer.
- 6) 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.

POSITIONS CURRENTLY IN THE ARCHDIOCESE OF INDIANAPOLIS	Possible Exemption Category (if any)	Must meet minimum salary?	Notes	Overtime Exempt?	Minimum Wage Exempt?	Salary or Hourly?*
Academic Support	IF Teacher	No	If provides instruction as primary duty in an "educational establishment", is a teacher.	Yes	Yes	Salary
Accompanist	Professional--creative	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	No	No	Hourly
Accountant	Professional	Yes	If not paid minimum salary, must be paid hourly	Yes	No	Salary or Hourly
Accounting Assistant	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Accounting Clerk	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Accounts Payable	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Administrative Assistant	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Administrative Coordinator	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Administrator of Religious Educ.	Ministerial Exemption	No	Does not apply if duties are clerical or routine	Yes	Yes	Salary
Administrator*	Depends on work performed	Depends on work performed		Depends on work performed	Depends on work performed	Depends on work performed
Administrator--clerical duties	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Administrator--head of dept/agency	Professional	Yes	If not paid minimum salary, must be paid hourly	Yes	No	Salary or Hourly
Adult Faith Formation	Ministerial Exemption	No		Yes	Yes	Salary
Advocate	Professional	Yes	If not paid minimum salary, must be paid hourly	Yes	No	Salary or Hourly
After Care Manager	Supervisor? Must perform non-manual work as primary duty.	Yes	Must meet salary test and for duties, must supervise at least 2 full-time equivalent staff (e.g., 2 full time or more part time workers whose hours average to 2 full time workers)	Yes	No	Salary or Hourly
After Care Worker	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Archives Assistant	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Assistant Chef	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Assistant Coach	Teacher/Coach	No	Exempt under coach/teacher exemption	Yes	Yes	Salary or Hourly
Assistant Director	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Assistant Principal	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Assistant Superintendent	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Associate Archivist	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Associate Director	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Associate Pastor	Ministerial Exemption	No		Yes	Yes	Salary
Athletic Assistant	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	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	No	Salary or Hourly
Auditor	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Bookkeeper	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Bookstore worker	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Broadcast Engineer	Professional--creative	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Bus Driver	None	n/a	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	No	Salary or Hourly
Cafeteria Manager	Must perform non-manual work as primary duty.	Yes	Must supervise at least 2 full-time equivalent staff (e.g., 2 full time or more part time workers whose hours average to 2 full time workers)	Yes	No	Salary or Hourly
Cafeteria Supervisor	Must perform non-manual work as primary duty.	Yes	Must supervise at least 2 full-time equivalent staff (e.g., 2 full time or more part time workers whose hours average to 2 full time workers)	Yes	No	Salary or Hourly
Cafeteria Worker	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Campus Minister	Ministerial Exemption	No		Yes	Yes	Salary
Cantor	Ministerial Exemption	No		Yes	Yes	Salary
Case Manager	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Cashier	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Catechist	Ministerial Exemption	No		Yes	Yes	Salary

POSITIONS CURRENTLY IN THE ARCHDIOCESE OF INDIANAPOLIS	Possible Exemption Category (if any)	Must meet minimum salary?	Notes	Overtime Exempt?	Minimum Wage Exempt?	Salary or Hourly?*
Chancellor	Ministerial Exemption	No		Yes	Yes	Salary
Chef	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Child Care Worker	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Coach	Teacher/Coach	No	Exempt under coach/teacher exemption	Yes	Yes	Salary or Hourly
College Advisor	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Computer Technician	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Consultant	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Controller	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Cook	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Coordinator of Religious Education	Ministerial Exemption	No		Yes	Yes	Salary
Coordinator*	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Counselor	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Counter	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Custodian	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Day Care Manager	Supervisor? Must perform non-manual work as primary duty.	Yes	Must supervise at least 2 full-time equivalent staff (e.g., 2 full time or more part time workers whose hours average to 2 full time workers)	Yes	No	Salary or Hourly
Day Care Teacher	None	n/a	Childcare worker providing supervision of children.	No	No	Hourly
Day Care Worker	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Deacon	Ministerial Exemption	No		Yes	Yes	Salary
Dean of Students	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Decorator	Professional--creative	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Deputy Defender of the Bond	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Development Associate	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Director of agency or department	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Director of Music	Ministerial Exemption	No		Yes	Yes	Salary
Director of Religious Education	Ministerial Exemption	No		Yes	Yes	Salary
Director*	Depends on work performed	Depends on work performed		Depends on work performed	Depends on work performed	Depends on work performed
Dishwasher	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Driver	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
EC Coach	Teacher/Coach	No	Exempt under coach/teacher exemption	Yes	Yes	Salary or Hourly
Ecclesial Notary (Tribunal)	Ministerial Exemption	No		Yes	Yes	Salary
Editor	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Executive Assistant	Administrative	Yes	Exempt if meets minimum salary and duties test. Very specific differences between Exec. Asst. position and Admin. Asst. positions.	Yes	No	Salary or Hourly
Executive Director	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Facilitator	Depends on work performed	Depends on work performed		Depends on work performed	Depends on work performed	Depends on work performed
Facilities Manager	Administrative--if duties are non-manual	Yes				
Field Representative	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Graphic Designer	Professional--creative	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Graphics Specialist	Professional--creative	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly

POSITIONS CURRENTLY IN THE ARCHDIOCESE OF INDIANAPOLIS	Possible Exemption Category (if any)	Must meet minimum salary?	Notes	Overtime Exempt?	Minimum Wage Exempt?	Salary or Hourly?*
Groundskeeper	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Groundskeeping Supervisor	Must perform non-manual work as primary duty.	Yes	Must supervise at least 2 full-time equivalent staff (e.g., 2 full time or more part time workers whose hours average to 2 full time workers)	Yes	No	Salary or Hourly
Guidance Assistant	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Gym Manager	Administrative--if duties are non-manual	Yes				
Head Cook	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Head of School	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
House Parent	None	n/a	Non-exempt under the FLSA	No	NO	Hourly
Housekeeper	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Housekeeping Manager	Must perform non-manual work as primary duty.	Yes	Must supervise at least 2 full-time equivalent staff (e.g., 2 full time or more part time workers whose hours average to 2 full time workers)	Yes	No	Salary or Hourly
Institutional Advancement	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Intern	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Interventionist	Professional	Yes	If Teacher, see Teacher. If not, see if professional exemption applies.	Depends	Depends	Depends
IT Support	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Janitor	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Judge	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Judge Instructor	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Kitchen Manager	Must perform non-manual work as primary duty.	Yes	Must supervise at least 2 full-time equivalent staff (e.g., 2 full time or more part time workers whose hours average to 2 full time workers)	Yes	No	Salary or Hourly
Librarian	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Liturgical Ministry	Ministerial Exemption	No		Yes	Yes	Salary
Maintenance Manager	Must perform non-manual work as primary duty.	Yes	Must supervise at least 2 full-time equivalent staff (e.g., 2 full time or more part time workers whose hours average to 2 full time workers)	Yes	No	Salary or Hourly
Maintenance Supervisor	Must perform non-manual work as primary duty.	Yes	Must supervise at least 2 full-time equivalent staff (e.g., 2 full time or more part time workers whose hours average to 2 full time workers)	Yes	No	Salary or Hourly
Maintenance Technician	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Manager	Must perform non-manual work as primary duty.	Yes	Must supervise at least 2 full-time equivalent staff (e.g., 2 full time or more part time workers whose hours average to 2 full time workers)	Yes	No	Salary or Hourly
Master of Ceremonies	Ministerial Exemption	No		Yes	Yes	Salary
Master Teacher	Teacher	No	Must meet DOL definitions of teacher in "educational establishment."	Yes	Yes	Salary or Hourly
Media Specialist	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Monitor	Depends on work performed	Depends on work performed		Depends on work performed	Depends on work performed	Depends on work performed
Musician	Ministerial Exemption	No		Yes	Yes	Salary
Nun	Depends on work performed	Depends on work performed	Being a nun does not affect the FLSA status. The E/NE status is assigned based on the job the nun is performing.	Depends on work performed	Depends on work performed	Depends on work performed
Nurse	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Office Assistant	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Office Manager	Supervisor? If not, non-exempt.	Yes	Must supervise at least 2 full-time equivalent staff (e.g., 2 full time or more part time workers whose hours average to 2 full time workers)	Yes	No	Salary or Hourly
Operations Manager	Administrative--if duties are non-manual	Yes				
Organist	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Parish Communication Minister	Ministerial Exemption	No		Yes	Yes	Salary
Pastoral Associate	Ministerial Exemption	No		Yes	Yes	Salary
Pastoral Minister	Ministerial Exemption	No		Yes	Yes	Salary

POSITIONS CURRENTLY IN THE ARCHDIOCESE OF INDIANAPOLIS	Possible Exemption Category (if any)	Must meet minimum salary?	Notes	Overtime Exempt?	Minimum Wage Exempt?	Salary or Hourly?*
Pianist	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Playground Monitor	None	N/A	Childcare worker providing supervision of children.	No	No	Hourly
Preschool Aide	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
President	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Priest	Ministerial Exemption	No		Yes	Yes	Salary
Principal	Ministerial Exemption	No	presumed to work year round so may be paid year round under the Indiana Wage Payment Law	Yes	Yes	Salary
Purchasing	Administrative	Yes	Does not apply if duties are strictly clerical or routine. Must have decision making authority over matters of significance.	yes if exempt	No	Salary or Hourly
Receptionist	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Religious Education Assistant	Ministerial Exemption	No	Does not apply if duties are clerical or routine	Yes	Yes	Salary
Reporter	Professional--creative	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Resource	Teacher	No	Must meet DOL definitions of teacher in "educational establishment."	Yes	Yes	Salary or Hourly
Resource--Teacher	Teacher	No	Must meet DOL definitions of teacher in "educational establishment."	Yes	Yes	Salary or Hourly
Sacristan	Ministerial Exemption	No		Yes	Yes	Salary
Secretary	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Security	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Seminarian	Ministerial Exemption	No		Yes	Yes	Salary
Senior Accountant	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Sexton	Ministerial Exemption	No		Yes	Yes	Salary
Shift Supervisor	May be exempt if supervises work of others	Yes	Must supervise at least 2 full-time equivalent staff (e.g., 2 full time or more part time workers whose hours average to 2 full time workers)	Yes	No	Salary or Hourly
Social Worker	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Specialist	Depends on work performed	Depends on work performed	If Teacher, see Teacher. If not, see if professional exemption applies.	Depends on work performed	Depends on work performed	Depends on work performed
Staff Therapist	Professional	Yes	Exempt if meets min. salary and duties test. If does not meet min. salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Substitute Teacher	Teacher	No	Must meet DOL definitions of teacher in "educational establishment."	Yes	Yes	Salary or Hourly
Substitute Teacher - Licensed	Teacher	No	Must meet DOL definitions of teacher in "educational establishment."	Yes	Yes	Salary or Hourly
Summer Camp Worker	Special Rules apply.	Special Rules apply.	Special Rules apply.	Special Rules apply.	Special Rules apply.	Special Rules apply.
Supervisor	May be exempt if supervises work of others	Yes	Must supervise at least 2 full-time equivalent staff (e.g., 2 full time or more part time workers whose hours average to 2 full time workers)	Yes	No	Salary or Hourly
Teacher	Teacher	No	Must meet DOL definitions of teacher in "educational establishment."	Yes	Yes	Salary or Hourly
Teacher - Licensed	Teacher	No	Must meet DOL definitions of teacher in "educational establishment."	Yes	Yes	Salary or Hourly
Teacher's Aide	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Teacher's Assistant	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Technology Support	Professional	Yes	Exempt if meets min. salary and duties test. If does not meet min. salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Translator	Professional	Yes	Exempt if meets min. salary and duties test. If does not meet min. salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Tuition Manager	Professional	Yes	Exempt if meets min. salary and duties test. If does not meet min. salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Typist	None	n/a	Must be paid hourly and is eligible for overtime.	No	No	Hourly
Vice President	Professional	Yes	Exempt if meets min. salary and duties test. If does not meet min. salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Vice Principal	Professional	Yes	Exempt if meets min. salary and duties test. If does not meet min. salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Web Designer	Professional	Yes	Exempt if meets min. salary and duties test. If does not meet min. salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Web Master	Professional	Yes	Exempt if meets min. salary and duties test. If does not meet min. salary requirement, must be paid hourly.	Yes	No	Salary or Hourly
Youth Minister	Ministerial Exemption	No		Yes	Yes	Salary
Youth Ministry Assistant	Ministerial Exemption	No	Does not apply if duties are clerical or routine	Yes	Yes	Salary