

**Episcopal Diocese of Maine**  
**Priests-in Charge, Wardens, Executive Directors and Treasurers**

**Changes in Payroll Treatment of Exempt and Non-Exempt Employees**

As you may know, the United States Department of Labor earlier this year issued final regulations that become effective December 1, 2016. The new regulations change the requirements for an employee to be considered exempt from overtime. In order to make sure we are prepared for the new regulations, we have been looking at our positions currently classified as exempt from the overtime requirements.

With the assistance of legal counsel, we have determined that a number of positions paid through the Diocese of Maine Payroll Service are exempt from the overtime requirement and the remaining positions are not. In particular, the following positions are **EXEMPT**:

- Bishop
- Canon to the Ordinary
- Canon Missioner
- Rector
- Assistant Rector
- Interim Rector
- Vicar
- Assistant Vicar
- Executive Director (when salary exceeds \$47,500 for the year)
- Christian Education Director
- Executive Assistant (when salary exceeds \$47,500 for the year)

The following positions are **NON-EXEMPT**:

- Music Directors
- Choir Directors
- Church Musicians (pianists, organists and others)
- Congregation or Parish Administrators
- Church Secretaries
- Sextons
- Bookkeepers
- Accountants
- Day Care Assistants
- Pre-School Teachers

All non-exempt positions should be converted to hourly wage positions. Beginning with the November 21 through December 4, 2016 pay period, the submission of hours worked will be required for non-exempt positions. Overtime will be paid for hours in excess of 40 for any week.

If your congregation/organization has positions that do not fit into these position categories, or you have questions on how to implement hour and wage procedures, please contact me.

Thank you.

Terry Reimer (772-1953 extension 134)  
Canon Missioner for Finance and Stewardship