

**EMPLOYMENT CATEGORIES 201***Effective Date: 02/01/2016*

It is the intent of Cass County to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Cass County.

Each employee's position is classified as either NONEXEMPT or EXEMPT from state and federal wage and hour laws. NONEXEMPT employees are entitled to overtime pay and other benefits under the wage and hour laws, whereas EXEMPT employees are excluded from specific provisions of the laws, and don't receive overtime pay. Whether an employee's position is exempt or nonexempt is determined by whether the primary duties of his or her position falls within one of the exemption categories established by state and federal law.

In most cases, NONEXEMPT employees are paid on an hourly basis, while EXEMPT employees are paid on a salary basis. Employees will be notified individually of their exempt or nonexempt status. An employee's exempt or nonexempt classification may be changed only upon written notification by Cass County's management. However, the County reserves the right to treat positions as NONEXEMPT during emergencies, as defined by the County.

In addition to the above categories, each employee will belong to one or more of the following employment categories:

**FULL-TIME** employees are those who are not temporary and who are regularly scheduled to work Cass County's full-time schedule of at least 40 hours per week. Generally, they are eligible for Cass County's entire benefit package, subject to the terms, conditions, and limitations of each benefit program.

**PART-TIME** employees are those who are not temporary and who are regularly scheduled to less than 40 hours per week. Part-time employees may be eligible for some benefits sponsored by Cass County, subject to the terms, conditions, and limitations of each benefit program.

**MANAGERS** and **DEPARTMENT HEADS** are exempt employees whose primary duties involve managing a division of the County and directing the work of at least two full-time employees or equivalents. Among other duties, managers are responsible for hiring, firing, and disciplining employees.

**FOREMEN** are non-exempt employees who direct the work of employees. Foremen have no authority to hire, fire, or discipline employees.

**TEMPORARY** employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project and typically are employed for six months or less. However, employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees hired directly by Cass County receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of Cass County's other benefit programs.