
SUBJECT: EMPLOYMENT CATEGORIES

EFFECTIVE DATE: AUGUST 19, 1991

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Every position/employee has one employment status. Employment status is defined as follows:

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| Full Time | An employee who regularly works forty (40) or more hours per week, or |
| Part Time | Any employee who regularly works less than 40 hours. |
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Every position/employee has one method of payment. Method of payment is defined as follows:

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| Hourly | Any employee either full/part time who is paid a wage based on an hourly rate, or |
| Salaried | Any employee either full/part time who is paid a pre-determined rate. |
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Every position/employee has one employment class. Employment class is defined as follows:

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| Standard | Any employee who is filling a position which has been authorized and budgeted by the County Commission, not temporary, or |
| Temporary | Any employee appointed for a special project or for a designated period of time normally not to exceed 6 months. |
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Every position/employee has one FLSA description. FLSA description is defined as follows:

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|-------------------|---|
| Exempt | <u>These include all classifications designed as executive, administrative or professional as defined by the Fair Labor Standards Act (FLSA) and the Code of Federal Regulations (CFR) or exempt by operation of law, or</u> |
| Non-Exempt | <u>These are all classifications which are not exempt.</u> |

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These four items are used to determine employee eligibility for all benefits provided by the County.

Any change in employment categories must be reported by the department head to the Personnel Department by the fifteenth of each month on the Salary Request & Employment form.