

PEOPLE'S PLACE

Employee Classification Policy

Approved By: Board of Directors
Review/Revision Date: 05/01/2010

I. PURPOSE

The purpose of this policy is to distinguish between classifications of employees for wage and benefit purposes.

II. POLICY STATEMENT

It is the policy of People's Place to comply with Federal and State laws in the application of wage and benefits.

III. APPLICATION

This policy applies to all People's Place staff.

IV. DEFINITIONS

- A. Full time – employees who are normally scheduled to work at least 40 hours per workweek.
- B. Part time – an employee who is normally scheduled to work less than 40 hours per workweek.
- C. Exempt – an administrative, executive or professional position for which overtime is not paid.
- D. Non-exempt – a position in which employees are to be paid time and a half for working over 40 hours in a designated seven day period.
- E. Temporary – an employee whose services are intended for a pre-defined, limited time period.

V. STANDARDS

- A. All employee classifications will be determined based on the job description for the position and the requirements and regulations of the Fair Labor Standards Act.
- B. Final determination of an employee classification will be made by Administration based on the Fair Labor Standards Act.
- C. Any employee whose schedule periodically meets or exceeds 40 hours in a designated seven day period does not automatically reclassify to a full time position.

VI. PROCEDURES

Individual Responsible

Supervisor

Executive Team

Personnel

Executive Director

Personnel

Action

1. Drafts a job description for approval which suggests the appropriate classification, pay grade and rate. Sends to Executive Team for review and approval.
1. Reviews job description and determines if classification and pay grade are appropriate. If modifications are necessary discusses with the Program Director and forwards to personnel.
1. Prepares final draft of job description and forwards to Executive Director for signature.
1. Approves job description, affixes signature and returns to Personnel.
1. Places new job description in appropriate files, sends approved final draft to supervisor.

VII. REFERENCES

- A. Fair Labor Standards Act
- B. Hiring Policy
- C. Work Hours Policy
- D. Benefits Policy

VIII. EXHIBITS

None