

4. WAGE AND HOUR POLICIES

4.1 Employee Categories

A number of different types of employees are employed by the District. Employees will be assigned by the District to one of the following classifications. **Employee classification will change only upon written notification by the District.** This notice will be provided by the CEO or by a member of the Board of Directors. There are no automatic conversions from one classification to another. Any questions about employee classification should be addressed to the CEO or the designated HR person at the District Office.

Regular Full-Time

The District considers Regular Full-Time employees to be those who are regularly scheduled to work 36 hours per week.

An employee classified as Regular Full-Time is not guaranteed an exact number of hours per week, however, and may have to work more or less than the designated cutoff. An employee's classification does not change unless and until the District informs the employee of the classification change, even though the employee may meet the definition of another classification. Being classified as Regular Full-Time does not impact the employee's "at-will status" – see Section 1.2 of this Handbook.

Regular Part-Time

The District considers Regular Part-Time employees to be those who are regularly scheduled for less than 36 hours per week.

An employee classified as Regular Part-Time Time is not guaranteed an exact number of hours per week, however, and may have to work more or less than the designated cutoff. An employee's classification does not change unless and until the District informs the employee of the classification change, even though the employee may meet the definition of another classification. Being classified as Regular Part-Time does not impact the employee's "at-will status" – see Section 1.2 of this Handbook.

Temporary Employees

These employees are hired as interim replacements to temporarily supplement the workforce, or to assist in the completion of a specific project, or to work on an intermittent and/or unpredictable basis (i.e., not regularly scheduled every week) and who are temporarily scheduled to work the District's full-time or part-time schedule for a limited duration. Temporary Employees may work any number of hours, but the employment assignments in this category are expected to last less than a year. However, they may last longer based upon need. Temporary Employees remain at-will despite having an anticipated end date. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary Employees may be hired directly

by the District or through a temporary employment agency. Temporary Employees include seasonal employees as well.

Classifications Provided by Law

In particular circumstances, federal, state, or local law may classify employees as either full-time or part-time depending on the number of hours worked per week or month. Where applicable, the District will use these definitions as required. In all other circumstances (i.e., determination of eligibility for District provided benefits), the District's above classifications will be utilized.

Exempt Versus Non-Exempt

All employees are classified as either exempt or non-exempt employees. Exempt employees are employees who are paid on a salary basis, earn at least two times the minimum wage based upon a standard 40-hour workweek, primarily engaged in duties that qualify as "exempt." Exempt employees are generally not required to track their hours worked and are not paid overtime. Exempt employees must track and report any full or partial day absences and the reason for such absences (i.e., illness of self or family member, vacation, etc.) if greater than four hours. All other employees are considered non-exempt employees and are paid hourly and required to track time worked. Non-exempt employees are entitled to overtime pay. All employees shall be informed at the time of hire if they are considered an exempt employee or at the time that they are being transferred into an exempt role.