

Subject:
Employee/Employment Terms

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Policy:

All positions shall be categorized as to the number of hours worked, entitlement to overtime, and the time period they work during the year.

Categories

Part-time: Employed to work less than the daily or weekly hours of work established for a full-time employee. This could be any amount of hours worked as long as it is less than 40 hours per week.

Full-time: Employed to regularly work at least 40 hours per week

Non-Exempt: Employed on an hourly wage basis and covered under the Fair Labor Standards Act.

Exempt: Paid on a salary wage basis where a predetermined amount of pay is received and is not subject to reduction regardless of the quality or quantity of work. The employee must receive full salary for any week that they perform work without regard to the number of hours worked. The employee is not covered under the Fair Labor Standards Act.

Seasonal: Works only during a specific season of the year based on the nature of the activity or program they are engaged in.

Temporary: Working for set period of time for a program and activity that happens for a pre-determined set of dates and then concludes.

Regular: Works continuously throughout the year and is eligible for District benefits such as PTO, medical benefits and participating in the District IRA program.

Applicability:

This policy applies to all Vashon Park District employee job descriptions