

Subject:  
**Employee/Employment Terms**

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## **Employee/Employment Terms**

### **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 at the following levels:

- 1) Full-time employees will receive benefits at 100% of the described benefit.
- 2) Employees working 30 – 39 hours per week (on average) will receive PTO and medical benefits at 75%; 100% of the IRA program; and no holiday pay.
- 3) Employees working 20 – 29 will receive PTO and medical benefits at 50%; 100% of the IRA program; and no holiday pay.

Employees working less than 20 hours per week are not eligible for District benefits.

### **Applicability:**

This policy applies to all Vashon Park District employee job descriptions.

