

## **Employee Classification Policy (approved by PSCS Board 1/9/2014)**

Pioneer Springs Community School employees are classified as: (1) full-time or part-time; (2) qualifying or non-qualifying; (3) exempt or non-exempt. The following definitions apply to the classification of PSCS employees for purposes of policies and administrative regulations:

**Full-Time Employee** is defined as an employee whose regular workweek equals the number of hours required for the position.

**Part-Time Employee** is defined as an employee who job shares with another employee, and together they fulfill the required hours for a full-time position.

**Qualifying Employee** is defined as an employee who works 28 hours or more (80% of the 35 hour workweek). This employee type is eligible for health and retirement benefits, as well as paid holidays, personal, and sick days.

**Non-qualifying Employee** is defined as an employee who works less than 28 hours. This employee type is ineligible for health and retirement benefits, as well as paid holidays, personal, and sick days.

**Exempt Employee** is defined as an employee who is exempt from the overtime provisions of the FLSA (Fair Labor Standards Act)/state law and is not eligible to receive overtime pay. Teachers, academic administrative personnel, executives, professional employees, outside sales representatives, and certain employees in administrative and IT positions as defined by the FLSA typically are exempt.

**Non-Exempt Employee** is defined as an employee who is required to be paid overtime at the rate of time and one-half his or her regular rate of pay for all hours worked over 40 in a workweek, in accordance with the FLSA and state wage and hour law.

The above policy and employee classification terms and definitions are not intended to be, nor do they constitute, an express or implied contract of any kind in favor of employees, nor shall any employee or applicant for employment have any contractual rights, claims or privileges against the PSCS Board of Trustees by virtue of this policy. Nothing in this policy shall be interpreted to provide any employee with a right to continuing employment for any fixed period of time, and nothing in this policy is intended to create any type of agreement for employment or continued employment or guarantee of compensation or hours of work.