

Title: Employee Classifications
Policy Number: 107
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Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to classify employees for employment purposes as full-time, part-time, temporary or contract and as exempt or nonexempt for the purposes of compensation and benefit administration.

Comments:

- (1) The Human Resources Department is responsible for classifying employees. Employees generally may be categorized as follows:
 - (a) A full-time employee is an individual who works a normal forty (40) hour workweek and is hired for an indefinite period. A full-time employee may be classified as either exempt or nonexempt and is eligible for county benefits.
 - (b) A part-time employee is an individual who is assigned a regular work schedule and who works less than a normal forty (40) hour workweek and is hired for an indefinite period. A part-time employee may be classified as either exempt or nonexempt.
 1. A part-time employee who works a minimum of thirty (30) hours per workweek is eligible to receive pro-rated vacation, funeral leave, holiday and health insurance in accordance with County policy. (See County Policy #401/Holidays, #402/Vacation, #403/Insurance/Retirement and #601/Funeral Leave)
 2. A part-time employee who works a minimum of twenty-four (24) hours per workweek is eligible to receive pro-rated vacation, funeral leave, and holiday pay in accordance with county policy. This classification is not eligible for health insurance benefits.
 3. A part-time employee who works less than twenty-four (24) hours per workweek is **not** eligible to receive county benefits.

- (c) A temporary employee is an individual who is hired either for part-time or full-time hours for less than six (6) consecutive months. (includes seasonal employees). A temporary employee may be classified as either exempt or nonexempt. A temporary employee is not eligible to receive county benefits.
 - (d) A variable hour employee is an individual who is hired to work for an indefinite period of time and who works variable hours as needed. This would include on-call employees and seasonal employees who are hired for longer than six (6) months. A variable hour employee may be classified as exempt or nonexempt. A variable hour employee is not eligible to receive county benefits with the exception of health insurance. Variable hour employees may be eligible for health insurance benefits if they work an average of thirty (30) hours per work week during a defined measurement period as provided for in the Affordable Care Act of 2010 (as amended).
 - (e) A contract employee is an individual hired by the Board of Supervisors whose terms and conditions of employment are outlined in an employment contract.
- (2) The Human Resources Department is responsible for classifying employees as exempt or nonexempt in accordance with the Fair Labor Standards Act (FLSA).
- (a) A nonexempt employee generally is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act ("FLSA") and is paid on an hourly basis.
 - (b) An exempt employee is exempt from the minimum wage and overtime provisions of the FLSA and is not entitled to overtime compensation. Exempt employees are paid on a salary basis and include administrative, executive, professional employees, certain highly skilled computer professionals, and certain highly compensated employees.
- (3) Part-time employees whose employment status changes from part-time to full-time shall be paid the balance of all vacation time accrued, unless otherwise directed by the Department Head. Part-time employees who worked twenty (20) hours or more per week shall be given credit for their part-time years of service for the purpose of accruing benefits. The years of service shall be pro-rated based upon the number of hours worked per year. For example, one (1) part-time year working twenty (20) hours per week will equate to six (6) months of full-time employment.
- 107:2
- (4) Full-time employees whose standard work hours are reduced to less than forty (40) per work week may be eligible for part-time benefits based upon

the number of hours worked per week. Employees whose employment status changes from full-time to part-time may:

- (a) Be paid the balance of all vacation and compensatory time accrued unless otherwise directed by the Department Head.
- (b) No longer accrue sick leave, however; all sick leave hours accrued while in a full-time status shall be banked and the employee shall be allowed to utilize banked sick leave hours in accordance with the sick leave policy.