

# ***Warren-Newport Public Library District*** **Staff Manual**

## **201 Employment Categories**

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It is the intent of the Warren-Newport Public Library District (WNPLD) to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and WNPLD.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by WNPLD management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work WNPLD's full-time schedule of at least 37.5 hours per week. Generally, regular full-time employees are eligible for WNPLD's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule, but at least 20 hours per week. Regular part-time employees are eligible for some benefits sponsored by WNPLD, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 20 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance) and are eligible to participate in the deferred compensation program, they are ineligible for all of WNPLD's other benefit programs.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with WNPLD is appropriate. Employees who satisfactorily complete the 90-day introductory period will be notified of their new employment classification.

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TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security) and are eligible to participate in the deferred compensation program, they are ineligible for all of WNPLD's other benefit programs.

SUBSTITUTE employees are those who have established an employment relationship with WNPLD but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as workers' compensation insurance and Social Security) and are eligible to participate in the deferred compensation program, they are ineligible for all of WNPLD's other benefit programs. An employee must satisfactorily complete the introductory period in order to qualify for consideration in this category.