

Employment Categories

It is the intent of MHLS to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Each employee is designated as either **NONEXEMPT** or **EXEMPT** in accordance with federal and state wage and hour laws.

NONEXEMPT employees are entitled to overtime pay under the specific provisions of the federal and state wage and hour laws.

EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. All regular full-time MHLS positions, which engage in executive, administrative, or professional capacities are exempt employees. Exempt administrative positions in this instance requires a primary duty of performing office or non-manual work directly related to the management or general business operations, and, includes the exercise of discretion and independent judgment with respect to matters of significance.

An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by the Executive Director.

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

REGULAR FULL-TIME

An employee who successfully completes the introductory period (including any extension) and is regularly scheduled to work an average of ~~30~~ 35 or more hours per week for a period of indefinite duration, is referred to as a regular full-time employee.

REGULAR PART-TIME

An employee who successfully completes the introductory period (including any extension), and is regularly scheduled to work fewer than an average of 30 hours per week for a period of indefinite duration, is referred to as a regular part-time employee

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, generally no longer than 18 months. 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. Temporary employees receive a limited MHLS benefit package. The duration of the temporary assignment and the benefits available will be included in the written confirmation provided the temporary employee.