

EMPLOYMENT CATEGORIES POLICY - REVISED

201 Employment Categories

Effective Date: 9/17/2008

Revision Date: 7/11/2012

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 judgement 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 employees are those who are not in a temporary or introductory status and who are regularly scheduled to work MHLS's full-time schedule of 35 hours per week. Generally, they are eligible for MHLS'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 up to 20 hours per week. Regular part-time employees are eligible for some pro-rated benefits, subject to the terms, conditions, and limitations of each benefit program. **Regular part-time employees who are asked to work a full-time schedule on a temporary basis cannot work longer than 65 consecutive work days or 95 nonconsecutive work days in any 18-month period.**

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.**