



EMPLOYMENT PRACTICES

02.02.04 Employment Categories

It is the intent of PCCLD to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not create a contractual obligation and the part of PCCLD or commit employees to any specified period of time.

Each employee is assigned to an employment category based on the position held and assigned work schedule as noted below.

REGULAR FULL-TIME employees are those who are not in a temporary status and who are regularly scheduled to work PCCLD's full-time schedule. Generally, they are eligible for PCCLD'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 status and who are regularly scheduled to work less than the full-time work schedule, less than 40 hours per week. Regular part-time employees are eligible for some benefits sponsored by PCCLD, subject to the terms, conditions, and limitations of each benefit program, including number of hours regularly scheduled to work; also see, [02.07.00 Benefits Eligibility Overview](#).

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 not to exceed 6 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. All legally mandated benefits (such as Public Employees Retirement Association (PERA) contributions and workers' compensation insurance) are provided to PCCLD temporary employees. Some other PCCLD-sponsored benefits may also be available, subject to the terms, conditions, and limitations of each benefit program. Individuals contracted to provide services through an outside agency are not temporary employees of PCCLD.



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In addition to the above categories, employees' positions are 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. *They are expected to work the number of hours necessary to perform the requirements of the position and they do not receive overtime or compensatory time for hours worked in excess of 40 per week.*

An employees' EXEMPT or NONEXEMPT classification may be changed only upon written notification by PCCLD management. Also see [02.05.03 Overtime](#) and [02.05.07 Compliance with the Fair Labor Standards Act \(FLSA\)](#).