

	Subject of Procedure: Employee Classifications	
	Section of Manual: Human Resources	Procedure Number: 117
	Originating Unit: Human Resources	Effective Date: August 1, 1998 Rev: April 1, 2021

Classification definitions:

Regular Full-time	Averages 30-40 hours per week or more Eligible for Agency Health Benefits Eligible for Agency paid Leave and Holiday pay Eligible for agency 401k retirement plan benefit
Regular Part-time	Averages 20-29 hours per week Not eligible for agency health benefits Prorated Agency paid Leave & Holiday pay Eligible for agency 401k retirement plan benefit
Minimum Part-time	Averages 10-19 hours per week Not eligible for agency health benefits Not eligible for Agency paid Leave or Holiday Pay Eligible for agency 401k retirement plan benefit
Temporary	Hired for a specific project or specific period of time (<6 months) May be full or part-time Not eligible for agency benefits, paid leave, or holiday pay May be hired direct or through an employment agency
Intermittent Hourly	Hours per week vary based on care plan and/or client needs Not eligible for agency paid leave or holiday pay Eligible for agency 401k retirement benefit plan Those averaging 30+ hours eligible for health insurance
State Older Worker Program	Hours may not exceed 20 hours per week Prorated agency paid leave and holiday pay
Pool	Works on an on-call basis as needed Not eligible for agency benefits, leave or holiday pay
Exempt	Employees that are not subject to overtime provisions of the Fair Labor Standards Act. There are three typical categories of exempt job duties, called "executive," "professional," and "administrative." Generally, this classification is for supervision, management, and professional positions
Non-Exempt/Hourly	Employees that are entitled under the FLSA to time and one-half their "regular rate" of pay for each hour they actually work over 40 hours per week. CareLink defines a week as Sunday through Saturday