

Categories of Employment



- *It is critical to define the various categories of employment within your agency and then use that terminology consistently throughout the handbook. It is virtually impossible to have a well drafted handbook without doing this.*

The three categories given below will work for most exempt, salaried employees and are common in labor law. However, you may find they need revised to reflect how you operate in your agency. For example, some agencies will have two kinds of part-time employees - one that participates in benefits and one that does not - differentiated by the number of hours they are regularly scheduled to work.

Do not define categories of employment by who participates in benefits. For example, do not say that a full-time employee is one who participates in agency benefits and that part-time employees are ones who do not. Such a definition becomes circular. Instead, define the categories similarly to what is stated below. Then, state which of those categories participate in which benefits.

Sometimes employers will not include one of these categories because they do not have that kind of employee. For example, they will not include the category of temporary employee because they do not have any temporary employees and do not foresee having any. We recommend you still include such a category because it is possible you may want to hire someone into that category at some point in the future. By including it now, you avoid the need to amend the policies later.

Categories of Employment

All exempt, salaried field staff/office staff employees are employed in one of the following categories of employment:

Full-Time Employee

A full-time employee is one who is employed to work on a regular basis for _____ () or more hours per workweek and who is not a temporary employee.



► *The number of hours used to distinguish between a full-time employee and a part-time employee is for you to decide. Often, a full-time employee is one who is regularly scheduled to work 40 or more hours per workweek and a part-time employee is one who is regularly scheduled to work less than 40 hours per workweek. Or, if you provide group insurance benefits, you may decide to use a number of hours that permits an employee to participate in those benefits. For example, if your insurance benefits permit anyone who works 30 or more hours per workweek to participate, you may decide to define a full-time employee as one who is regularly scheduled to work 30 or more hours per workweek and a part-time employee as one who is regularly scheduled to work less than 30 hours per workweek.*

Part-Time Employee

A part-time employee is one who is employed to work on a regular basis for less than _____ () hours per workweek and who is not a temporary employee.

Temporary Employee

A temporary employee is one who is employed for a specific project or for a specific period of time and whose employment will automatically terminate at the end of that project or that period of time. A temporary employee may be

assigned to work either a full-time schedule or a part-time schedule.

Change of Employment Category

An employee is specifically employed to work in a particular category of employment. Any change in an employee's category of employment occurs only by formal, written personnel action signed by the {Insert job title} of the Agency which expressly states an employee's category of employment is being changed, *e.g.*, the fact that an employee's actual hours of work may vary from that of his or her category of employment for a significant period of time does not change the employee's category of employment.



► *It is rather common for confusion to result if a part-time or temporary employee works more than their usual hours of work for an extended period of time. Have they become a full-time employee by doing so? Are they then eligible for full-time benefits? Well drafted personnel policies address and resolve issues that are likely to arise. That is the purpose of the preceding paragraph.*

Benefit Participation



► *The purpose of the following two paragraphs is simply to summarize and clearly state which categories of employment are eligible for each of the benefits provided by your agency. Obviously, they must be adapted to what you do.*

Full-Time Employees

Subject to any conditions stated in this handbook, full-time employees are eligible for: the paid vacation benefit (*see*, page 89 of this handbook); _____ {Insert other benefits} and, subject to any conditions stated in the plan documents and to any underwriting requirements, are eligible to apply to participate in the Agency's group insurance plans (*see*, page 283 of this handbook). Subject to eligibility requirements stated in the Plan documents, they are eligible to participate in the Agency's retirement plan (*see*,

page 280 of this handbook).

Part-Time and Temporary Employees

Part-time and temporary employees are not eligible for the Agency's paid vacation benefit or to apply to participate in the Agency's group insurance plans.



► *We did not list the retirement program for part-time and temporary employees, because they may or may not be included in your agency's plan if you have one. State whatever is appropriate under your agency's plan.*