

EMPLOYMENT CLASSIFICATION

I. PURPOSE

To provide guidelines on employment classifications.

II. SCOPE

This policy applies to all employees of the Shelby County Schools.

III. POLICY STATEMENT

It is the policy of the Shelby County Schools to classify its employees based on the following:

Employee – An individual legally holding a position in the Shelby County Schools who receives hourly wages or a salary for his/her services.

Full-Time Employee – An individual who works a minimum of thirty (30) hours per week during a normal forty (40) hour work week.

Part-Time Employee - An individual who works less than thirty (30) hours per week during a normal forty (40) hour work week.

Permanent Employee - An employee whose services are not for a specified and limited duration. A permanent employee may work either full or part-time.

Temporary Employee - An employee whose services are of a specified and limited duration (i.e., for a finite period of time). A temporary employee may work either full or part-time.

Substitute Employee - An employee who works on a call-in basis to fill in for an employee who is out on a day-to-day or short-term basis, or until a permanent employee can be secured.

Nonexempt Employee - An employee who is covered by the minimum wage, overtime, and timecard provisions of the Fair Labor Standards Act (Wage-Hour Law). Non-exempt employees are paid on an hourly basis and are eligible for overtime.

Exempt Employee - An employee who is not covered by the minimum wage and timecard provisions of the Fair Labor Standards Act (Wage-Hour Law). Exempt employees are paid on a fixed salary basis with the expectation that they work a minimum forty (40) hours per week.

Active Status – Being in a paid status.

Inactive Status – Being in an unpaid status.

IV. RESPONSIBILITY

- A. It shall be the responsibility of the office responsible for Human Resources to ensure that all employees are properly classified and coded in accordance with the categories of employment.
- B. It shall be the responsibility of the Superintendent to determine if this policy is followed.

Legal References:

Cross References:

- 1. 4004 Fringe Benefits