

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Compensation
Section 301 – Employment Categories

1. General Information

- a. It is the intent of the Partnership for Children of Cumberland County, Inc. (PFC) to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

2. Policies

- a. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and PFC.
- b. Each employee is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws.
 - 1) NON-EXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws.
 - 2) EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws.
- c. In addition to the above categories, each employee will belong to one other employment category:
 - 1) REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work PFC’s full-time schedule, normally 40 hours per week.
 - 2) REGULAR ABBREVIATED SCHEDULE employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule, but at least 30 hours per week.
 - 3) REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 30 hours per week.
 - 4) TEMPORARY employees are those who are employed for a specific period of time, usually not to exceed 3 months. Temporary employee status may be extended for an additional 3 months but in no case will temporary status extend beyond 6 months.
 - 5) INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with PFC is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

Created /Evaluated		Description of Change
Revised	December 2009	

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	October 2016	Removed statement “PFC’s President may change an employee’s EXEMPT or NON-EXEMPT classification only upon written notification and explanation.” due to new FLSA ruling of exemptions.
	November 2019	Clarified regular classifications and moved benefits eligibility to Policy 401.