

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Classification of Personnel
POLICY NUMBER: 2080
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2080.10 Regular Full-Time Employees

A regular full-time employee has an established job classification, works a standard work week of forty (40) hours on a continuing basis over a full twelve (12) month year, has successfully completed the initial probation period and is entitled to employee benefits.

2080.20 Temporary or Seasonal

Temporary employees are defined as those employees holding jobs of limited duration arising out of special projects, abnormal workloads, emergencies or other temporary needs of the District and are hired for a term of employment of one (1) year or less although they may work a standard work week of forty (40) hours per week during that period of time. Temporary or seasonal employees are paid hourly and are not entitled to employee benefits. The District may choose to contract with a temporary personnel service to fill the need for temporary or seasonal employees. An employee will not change from temporary or seasonal status to another status unless specifically informed of such change in writing by the General Manager.

2080.30 Regular Part-Time

A regular part-time employee has an established job classification, works less than forty (40) hours per week on a continuing basis and has completed the initial probation period. A regular part-time employee gets paid on an hourly basis and receives no employee benefits.

2080.40 Probationary Employees

A probationary employee is one who has been hired to fill a regular position in any job classification and has fewer than six (6) months of continuous service with the District. The purpose of the probationary period is to give the district the opportunity to determine the ability with which the employee performs his or her job, and to

provide the employee with the opportunity to decide if he or she is satisfied with the position.

Upon completion of six (6) months of continuous service with the District in said work classification, and upon the General Manager's decision to retain said employee, said employee shall be granted status as either a regular full-time, regular part-time or temporary or seasonal employee.

2080.50 Independent Contractors and Consultants

An independent contractor or consultant is a person with special skills or services that are provided to the District by means of a written contract signed by the contractor and an authorized District representative. The contract shall fully describe the service to be provided, starting and ending dates of service, method of payment (percentage, stipend, hourly, monthly or annually), termination or cancellation of services and whatever other information is applicable or required by legal counsel. The contractor is not an employee of the District and is not entitled to employee benefits or payments. The contractor is responsible for reporting his income to the Internal Revenue Service and for paying any applicable taxes or fees. The contractor is also responsible for providing his own insurance, including workers' compensation insurance if he or she employs any helpers or assistants in the course of performing his/her independent contractor duties. An independent contractor or consultant will not change from independent status to employment status unless specifically informed of such change in writing by the General Manager.

2080.60 Exempt Employees

Exempt employees are exempt from overtime pay within the meaning of State and Federal Wage and Hour Laws and are not eligible to receive payment of overtime compensation. Exempt employees are engaged in work which is primarily intellectual, managerial and/or creative, and which requires exercise of discretion, independent judgment and supervisory control over two or more other employees. Exempt employees are paid a fixed salary that is intended to cover all of the compensation to which they are entitled regardless of the number of hours worked in any work week. Exempt employees have sufficient control over their time to establish a personal work schedule in coordination with their supervisor. Therefore, exempt employees are not entitled to overtime pay under any circumstances. The following positions are considered exempt.

2080.61 Administrative Employees

An administrative employee exempt from overtime must be one whose duties and responsibilities involve the following:

- (a) The employee is compensated on a salary basis at a rate of not less than \$250 per week; and
- (b) The employee's primary duties consist of the performance of office or non-manual work directly related to management policies or general business operations of the district or its customers; and
- (c) The employee's primary duties include work which requires the exercise of discretion and independent judgment.

2080.62 Executive Employees

An executive employee is one whose employment meets the following test:

- (a) The employee is compensated on a salary basis at a rate not less than \$250 per week; and
- (b) The employee's primary duties consist of managing the district or one of its customarily recognized departments or subdivisions; and
- (c) The employee customarily and regularly directs the work of at least two other employees, which includes the authority to hire or fire those employees or to make suggestions and recommendations regarding hiring, firing, advancement, promotion, or other change of employment status.

2080.63 Professional Employees

A professional employee is one whose primary duties meet the following tests:

- (a) The employee is compensated on a salary basis at a rate of not less than \$250 per week; and
- (b) The employee's primary duties include work requiring the consistent exercise of discretion and judgment; and
- (c) The employee's primary duties consist of the performance of work requiring advance knowledge in the field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study (as distinguished from a general academic education, apprenticeship or training in routine manual tasks); and/or consists of the performance of work requiring invention, imagination, or talent in a recognized field of artistic endeavor.

2080.70 The following positions are exempt:

2080.71 General Manager

2080.72 Public Works Superintendent

2080.73 Finance Officer

2080.74 Fire Chief

2080.80 Non-Exempt Employees

The duties of these employees involve work within their described job classification and duties which are assigned and directed by a supervisor.

2080.81 The following positions are non-exempt:

2080.811 District Secretary

2080.812 Interim Utility Worker

2080.813 Utility Worker I and II

2080.814 Refuse Operator

2080.815 Janitor

2080.816 Park Maintenance Worker

2080.817 All seasonal and temporary employees

2080.818 Library Aide

2080.819 Chief Plant Operator – Waste Water