


Description:	CLASSIFICATION AND STATUS OF EMPLOYEES POLICY	Policy Number:
 WINNEBAGO COUNTY	Revision Date:	8/9/12
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I. POLICY

The County of Winnebago complies with the requirements of applicable Federal and State laws governing wages and hours of employment. In compliance with those laws, the County has established guidelines applicable to classifications of employees, employee status, eligibility for overtime compensation (if any) and related subjects.

II. SCOPE

This policy applies to every employee of Winnebago County, including elected officials. Provided, however, that if there are provisions in a collective bargaining agreement that conflict with the provisions of this policy as applied to an employee subject to that agreement, the agreement shall control.


III. CLASSIFICATIONS

For the purpose of determining eligibility for benefits and payroll status, the following classifications are defined:

Exempt-Non-exempt Status:

- Exempt employees are classified as such if their job duties are exempt from the overtime and compensatory provisions of the Federal and State Wage and Hour Laws. Exempt employees are not eligible for overtime pay. Their salaries are calculated on a weekly basis.
- Non-Exempt employees receive overtime pay or compensatory time in accordance with our overtime and compensatory time policies. Their salaries are calculated on an hourly basis. Non-exempt employees must use a time clock and/or time sheets to document hours worked.

Employees will be advised of their exempt or non-exempt status at the time of hire and/or assignment to a new position.

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Regular Full-time Employee: A regular full-time employee is one who is regularly scheduled to work a minimum of 37 1/2 hours per week, year-round on a continuous basis, and has completed their introductory period. All regular full-time employees are expected to work additional hours as necessary to properly complete all assigned tasks and as needed during busy periods.

Regular Part-Time Employee: A regular part-time employee is one who is regularly scheduled to work less than 37 1/2 hours per week, year-round on a continuous basis and has completed their introductory period. All regular part-time employees are expected to work the number of hours necessary to properly complete all assigned tasks and as needed during busy periods. Depending upon the nature of the position, a part-time position may be with or without benefits. Employees will be advised of their benefit status at the time of hire and/or assignment to a part-time position.

Introductory Employee: All regular full-time and part-time employees begin their employment with an introductory period during which supervisory staff will orient the employee and determine if the employee appears to possess the skills and aptitude necessary to meet the requirements of the position. This introductory period is ninety (90) days of active employment for all regular employees.

Seasonal Employee: A seasonal employee is one who is employed for a specific function, for any number of hours per week, for a temporary, limited period of time. The term seasonal employee includes those who are employed by the County of Winnebago for only a specific operating season, but may also include individuals rehired for successive seasons.