

Rogers County

Human Resources Policy

Procedure: Employment Status	Issue Date: 2/27/2012	Revision Date: N/A	Approval: Commissioner's Meeting 2/27/2012
---------------------------------	--------------------------	-----------------------	---

I. Purpose

To clearly define the categories into which employees are classified for the purpose of determining eligibility for benefit plan participation, compensatory pay, vacation pay, sick pay and other Human Resource administration policies.

II. Policy

Employees are hired into various categories depending upon the business demands of Rogers County, qualifications of the employee, and applicable requirements under federal and state laws. It is not the intent of Rogers County to place an employee into a category that would lessen the employee's eligibility for benefits or protection under the law.

Human Resource is responsible to ensure that all employees are properly classified in terms of employment status and compensation. Any change in an employee's status or method of compensation must be recorded at the time of the change.

III. Practice

A. Types of Employment

1. Regular Full-Time: Employees who regularly work thirty-two (32) hours per week or more. These employees are entitled to all employee benefits accorded by Rogers County after meeting the required eligibility. Such employees may be "exempt" or "non-exempt."
2. Seasonal: Employees who are hired for a specific short period of time (not to exceed six months unless approved by the Board of County Commissioners). They are not eligible for any benefits nor for formal employee recognition and rewards. Such employees may be "exempt" or "non-exempt."
3. Regular Part-Time: Employees who do not work thirty-two (32) hours per week or more. These employees are not entitled to receive benefits. Such employees may be "exempt" or "non-exempt."
4. Emergency Call-Back: Employees who are not regularly scheduled to work any specified hours but who may be called in for emergency situations, to aid in high-traffic periods, or to replace individuals intermittently. They are not eligible for any benefits nor for formal employee recognition and rewards.

B. Wage Classifications

1. Hourly (non-exempt): All employees who whose compensation is computed on an hourly basis.
2. Salaried (exempt): Employees who are not eligible for compensatory payment.