

Procedure Title:

EMPLOYMENT STATUS & RECORDS**PROCEDURE NUMBER: 2-0-1**

Policy Title:

EMPLOYMENT CATEGORIES

Effective Date:

2/1/2003

Revision Date:

10/1/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. It is the intent of Keystone to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. 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 Keystone.
2. Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wages and hour laws. NONEXEMPT employees devote most of his or her hours in activities that are not administrative, managerial, or professional. NONEXEMPT employees are entitled to overtime pay under specific provisions of federal and state laws. Generally, NONEXEMPT employees are paid time in a half (1&1/2) for all approved, actual hours worked over 40 hours in a scheduled work week period. EXEMPT employees are considered to be administrative, managerial or professional. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws and are therefore not eligible for overtime pay. An employee's EXEMPT or NONEXEMPT classification may change only upon written notification by Keystone management.
3. In addition to the above categories, each employee will belong to one other employment category:
 - a. REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work Keystone's full-time schedule of 40 hours. Generally, they are eligible for Keystone's benefit package, subject to the terms, conditions, and limitations of each benefit program provided

they work a minimum of 38 hours per week to maintain eligibility for their benefit package(s).

- b. PART-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work less than 38 hours per week. Part-time employees all receive legally mandated benefits (such as Social Security and Workers' Compensation insurance) and are eligible for most of Keystone's other benefit programs; some on a pro-rated basis.
- c. INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with Keystone is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.
- d. TEMPORARY/SEASONAL employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of specific project. Employment assignments in this category are of limited duration. Employment beyond any initially stated period does not in any way imply change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as worker's compensation insurance and Social Security), they are ineligible for all of Keystone's other benefit programs.

NOTES: