

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Personnel

POLICY NO: 03-002

SUBJECT: Classification of Employment

EFFECTIVE DATE: February 1986

Policy:

All positions of Cottonwood, Inc. will meet the criteria for classification as full-time, part-time with benefits, part-time without benefits, or temporary employees, and will be designated as exempt or non-exempt from minimum wage and over-time provisions of the Fair Labor Standards Act.

Procedures:

1. Full-time Employment: Those employees who are scheduled to work 30-40 hours a week. Full-time employees will be eligible for benefits in accordance with Policy 03-018 at their regular rate of pay and hours scheduled.
2. Part-time Employment with Benefits: Those employees who are scheduled to work at least 15 but less than 30 hours a week, will be placed in a part-time with benefits classification. They will be eligible for a percentage of vacation and sick leave, based upon the average hours scheduled per week divided by 40. Holiday pay will be based on current regularly scheduled hours if any.
3. Part-time Employment Without Benefits: Those employees who work intermittently and/or on a call-in basis will be placed in this classification and will not be eligible for any benefits.
4. Production Worker: Those workers who are hired to meet increased production demands. Production workers are subject to reduction in force during times of decreased production demands. Production workers are a distinct category of employees and are not expected to provide first aid to consumers or to intervene in behavioral situations. For production worker benefits, see Policy #20-009.
- 4a. Production Associate: This is a subcategory of Production for Participants in the Ability One program where preference is given to individuals with disabilities. Eligibility for this category depends on the nature and extent of the disability and how it affects a person in the work setting. The starting wage, job qualifications, and duties differ from the Production Worker. The Fair Labor Standards Act will be used to determine applicable pay practices. For worker benefits, see Policy #20-009

5. Exempt: Those employees who are classified as exempt from the minimum wage and overtime provision of the Fair Labor Standards Act as determined by the HR Director, the CFO and the Administrator of Services will be in this classification. Such employees are expected to fulfill the obligations of their positions regardless of the number of hours worked per week or pay period. It may be necessary to work beyond scheduled hours to complete job assignments, attend weekend and evening meetings, conventions, in-service training and professional conferences. For these additional hours, overtime pay does not apply and the employee is not given compensatory time. Time sheets are not required for persons in this classification.

6. Non-Exempt: Those employees who are not exempt from the minimum wage and overtime provision of the Fair Labor Standards Act might work more than eight hours per day. If an employee works more than forty hours in their work week, they are paid overtime wages. These employees must keep time sheets provided by the agency. All overtime hours must be approved in advance by the supervisor or as authorized by the department Director. Hours an employee is off duty with pay (holidays, vacation, sick leave, personal time) are not counted as "hours worked" when calculating overtime.

7. Temporary Worker w/o Benefits: Those employees who work for a specified period of time, no longer than a thousand hours a year. This category of employee does not receive benefits. These employees typically work in "production/sewing capacity" and their schedules vary upon need. These employees do not work with consumers, nor receive any training other than what is specified for the job.