Summary - The Association classifies each employee at the time of hire according to one of the classifications below. Each employee is also designated as exempt or non-exempt from federal and state minimum wage and overtime regulations. If an employee's employment classification changes during employment, the Association will notify the employee in writing. For the purpose of this Human Resource policy manual, the following terms are defined as follows:

**Employee** - An individual who is employed by the Association in one of the definitions below. An independent contractor or an individual who works for a temporary employment agency is not considered an employee. Volunteers are not employees of the association.

**Supervisor** - An individual who is employed by the Association in one of the definitions below. A supervisor is an employee who has been designated by the Association to assign, direct, and evaluate the work of a designated group of employees.

**Full-Time Employees** - A full-time employee is an employee who is regularly scheduled to work 37.5 hours or more per week.

**Part-Time Employees** - A part-time employee is an employee who is regularly scheduled to work less than 37.5 hours per week and more than 20 hours per week.

**Temporary Employees** - A temporary employee is an employee who is hired to temporarily supplement the workforce. A temporary employee's employment assignment is for 20 hours or more per week and is for a limited duration of less than six months. Employment beyond any initially stated period does not imply a change in employment definition nor does the Association guarantee employment for any set period of time.

**Temporary Benefits-Eligible Employees** - A temporary benefits-eligible employee's employment assignment is 20 hours or more per week with a limited duration of at least six months. Employment beyond any initially stated period does not imply a change in employment definition nor does the Association guarantee employment for any set period of time.

**Casual Employee** - A casual employee is a temporary employee who is regularly scheduled to work less than 20 hours per week.