LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 4.1
Policy Title: Employee Classifications (Fair Labor Standards Act Purposes)

CROSS REFERENCE(S):
None

Purpose/Policy

All employees hired by the college fall under one of the following wage classifications: exempt or non-exempt. Additional information on these classifications may be found in the Definitions section of this handbook. Provisions of the Fair Labor Standards Act (FLSA) are used as a guideline in establishing various parts of our policy as outlined below:

a. Full-Time Status Employment: an employee classified as full-time has satisfactorily completed the probationary period, and is generally, depending on job responsibility, working 40 hours or more per week and is eligible for all allowed benefits.

b. Part-Time Status Employment: an employee classified as part time has satisfactorily completed the probationary period, and is generally working less than 40 hours per week. Benefit eligibility is dictated by plan specifications and/or the Affordable Care Act.

c. Temporary Status Employment: an employee classified as a temporary employee is generally hired for a specific task or duration, and is not eligible for any benefits other than the agreed upon wage and is terminated at the conclusion of the employment need.

Date approved: July 21, 2017

Review date: July 2018

Signature

Diane Vertin _____ President

_____ Board Chair