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| Policy: | Type of Employees |
| Adopted: | M2007-0143 |
| Effective: | 10/1/2007 |
| Revised: | 3/6/2018 |

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| Purpose | To specify the employee types in the City. |
| Policy | It is the intent of the City of Northfield 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 the City of Northfield. |
| Fair Labor Standards Act Classification | <p>The federal Fair Labor Standards Act (FLSA) and state wage and hour laws require payment of minimum wages and overtime compensation to most employees. Certain employees may be exempt from some or all of the statutory requirements. Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws.</p> <p><u>NON-EXEMPT</u> employees are covered by the minimum wage and/or overtime provisions of the federal or state Fair Labor Standards Act. Most non-exempt employees that work beyond forty hours (40) in a workweek are entitled to overtime pay under the specific provisions of federal and state laws.</p> <p><u>EXEMPT</u> employees are not covered by the minimum wage or overtime provisions of the federal or state Fair Labor Standards Act.</p> <p>An employee's EXEMPT or NON-EXEMPT classification may be changed only upon 'written notification' by the Human Resources Director.</p> |
| Pay Equity | All regular full-time and regular part-time job classifications in which an employee meets the definition of a "public employee" under Minnesota Local Government Pay Equity Act will be reported as part of the legally required pay equity reporting to the State. All job classifications reportable under LGPEA are paid according to the City's Classification and Compensation Plan. |
| Probation | A probationary employee is a person who has been hired in a regular full-time or regular part-time position that is serving their trial or introductory period. See Section 3.35 in this handbook for further information on probationary (trial or introductory) periods. |
| Regular Employee | A regular employee is defined as a person who completed the required probationary (trial or introductory) period and who is employed on a regularly scheduled basis in a job category contained in the City's Compensation and Classification Plan. |
| Regular Full-time | A regular full-time employee is defined as a person who has completed the probationary (trial or introductory) period and who is employed on a regularly scheduled basis of thirty-two (32) - forty (40) or more hours per week in a single job category contained in the City's Classification and Compensation Plan. Generally, regular full time employees are eligible for the City's full-time benefit package, subject to the terms, conditions, and limitations of each benefit program. |



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Regular Part-time A regular part-time employee is defined as a person who has completed the required probationary (trial or introductory) period and who is employed on a regularly scheduled basis for an annual average week of not less than fourteen (14) hours but less than thirty-two (32) hours per week in a single job category contained in the City's Classification and Compensation Plan.

Regular part-time employees are eligible for some benefits sponsored by the City, subject to the terms, conditions, and limitations of each benefit program. Benefits are pro-rated based on hours worked.

**Regular Part-time-
NON-Benefited -** While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all other City paid benefit programs.

**less than an annual
average of 14 hours
per week**

Seasonal Employee Seasonal employees work various hours for various periods of time not to exceed six (6) months on any one-job position. While they do receive all legally mandated benefits (such as Social Security and worker's compensation insurance), they are ineligible for all other City paid benefit programs.

Intern Interns are students who are recruited and selected for work related to their field of study sponsored by an accredited educational institution. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all other City paid benefit programs.

Temporary Temporary employees are employees that do not satisfy the criteria for management, regular full-time, regular part-time, part-time, intern, or seasonal employee status and are hired for the purpose of a specific project. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all other City paid benefit programs.

Applicability The provisions of this handbook apply to all employees, regardless of their temporary or introductory status, unless otherwise noted. The provisions of this handbook do not apply to elected officials, City attorney, health officer, City hospital employees, members of boards and commissions, consultants, and personnel paid on a fee basis. The provisions of the handbook do apply to union employees where not specifically covered by the union contract.