



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

Purpose To ~~comply with the Fair Labor Standard’s Act (29 CFR 510 794), and the Local Government Pay Equity Act (M.S. 471.991-999).~~ 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 The federal Fair Labor Standards Act (FLSA) and state ~~minimum~~ and hour laws ~~mandate-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.

NON-EXEMPT employees are covered by the minimum wage and/or overtime provisions of the federal or state Fair Labor Standards Act~~receive an hourly wage.~~ Most non-exempt ~~Ex~~employees that work beyond forty hours (40) per-in a work week are entitled to overtime pay under the specific provisions of federal and state laws.

EXEMPT employees ~~who are not covered by the minimum wage or overtime provisions of the federal or state Fair Labor Standards Act. are excluded from specific provisions of federal and state wage and hour laws. Exempt employees are paid on a pre-determined salary basis. Exempt employees are required to work forty (40) or more hours per week. Hours worked are exempt from overtime pay and comp time accruals. Exempt employees are required to use accrued sick and/or vacation hours for full day absences from work.~~

An employee’s EXEMPT or NON-EXEMPT classification may be changed only upon ‘written notification’ by the Human Resources Director.

Pay Equity All regular full-time and regular part-time job classifications ~~working fourteen (14) or more hours per week in which an employee meets the definition of a “public employee” under will be included in the Minnesota~~ Local Government Pay Equity Act will be reported as part of the legally required pay equity reporting to the State reporting process every three (3) years. All job classifications reportable under ~~the Pay Equity law LGPEA~~ are paid according to the City’s Classification and Compensation Plan, as adopted by City Council on May 15, 2006.

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



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(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. ~~Regular full-time employees are compensated via the Base Pay Schedule as adopted by City Council on May 15, 2006.~~ 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.

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 ~~forty (40)~~ thirty two (32) hours per week in a single job category contained in the City’s Classification and Compensation Plan.

~~Regular — Part-time-Benefited — Hired Before January 1, 2007~~

~~Regular part time employees working an annual average of twenty four (24) hours or more per week are compensated via the Base Pay Schedule adopted by City Council on May 15, 2006. 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-Benefited — Hired After January 1, 2007~~

~~Regular part time employees working an annual average of thirty two (32) hours or more per week are compensated via the Base Pay Schedule adopted by City Council on May 15, 2006. 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

~~Regular part time employees working an annual average of fourteen (14) to less than thirty two (32) hours per week are compensated via the Base Pay Schedule adopted by City Council on May 15, 2006. 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. Exception for 24 hours see above.~~

Part-time – less than an annual average of 14 hours per week

~~Part-time employees working less than an annual average of fourteen (14) hours per week are compensated via the Part-time/Seasonal Wage Scale adopted by the City Council. 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.~~

Seasonal Employee

~~Seasonal employees are employed by the City for a seasonal job as listed in the City’s Part-time or Seasonal Wage Scale. Seasonal employees work various hours for various periods of time not to exceed six (6) months on any one-job position. Seasonal employees are compensated via the Part-time/Seasonal Wage Scale adopted~~



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~~by City Council.~~ 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.

Paid-on-Call Fire Fighters

~~Paid-on-Call Fire Fighter are recruited and selected for the City of Northfield's Paid-on-Call Fire Department. The fire fighter is paid for drills, training, and fire calls. 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 except accident insurance.~~

Intern

Interns are students who are recruited and selected for work related to their field of study sponsored by an accredited educational institution. ~~An Intern is compensated via the Part-time/Seasonal Wage Scale adopted by City Council.~~ 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, ~~temporary employees~~, 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.