

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: March 4, 2023

POLICY NO. 30.02

SUPERSEDES: May 4, 2019, March 24, 2018, and any other dates or policies that may conflict.

SUBJECT: Employee Classifications

All employees are classified as either nonexempt or exempt under state and federal wage and hour laws. These classifications do not guarantee employment for any specified period. The right to terminate the employment-at-will relationship at any time is retained by both the employee and the County.

The following is intended to help employees understand employment classifications and employment status and benefit eligibility:

Nonexempt employees are covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

Exempt employees are generally managerial, professional, administrative, or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

Geary County has established the following categories for both nonexempt and exempt employees:

Positions eligible for County benefits (Benefits Eligible)

Full-Time — employee hired into a position that requires a minimum workweek of 37.5 hours on a regular, year-round basis.

Part-Time — employee hired into a position that requires an *average* of at least 25 hours but less than 37.5 hours per week, or at least 1000 hours per year, on a regular year-round basis. These employees are eligible for all county benefits unless otherwise provided by contract or the terms of the specific benefit policy.

Elected — official who won his/her office in a free election. The County has the following elected positions: Commissioner (3); County Attorney; County Clerk; County Treasurer; Register of Deeds; and Sheriff.

The employees listed above are eligible for all county benefits unless otherwise provided by the terms of the specific benefit policy.

Positions not eligible for County benefits (Non-Benefits Eligible-NBE) – Previously called “IST” or “Intermittent/Seasonal/Temporary”

Part-Time (NBE) — employee hired into a position that requires an average of less than 1000 hours per year, on a calendar year basis.

On-Call (or PRN, "as needed") — employee oriented to perform certain duties, such as healthcare or law enforcement, and works as needed. On-Call employees are not guaranteed a certain number of hours of employment.

Temporary or Seasonal — employee hired for a pre-established period, usually during peak workloads or to cover during the extended absence of a regular employee, not to exceed six (6) months or 1000 hours in length. They may work a full-time or part-time schedule.

Volunteers – Trained or skilled non-employee who freely offers to undertake a task for the benefit of the County government, its citizens, and/or its employees. This includes but is not limited to Volunteer Firefighters and Community Emergency Response Team (CERT) members.

The employees listed above are not eligible for county benefits unless otherwise provided by law or the terms of the specific benefit policy. *Employment beyond any initially stated period does not in any way imply a change in employment status.*

Approved by the County Commission Monday, March 6, 2023:



Keith Ascher, Chairperson



Attest, Therese Hoff, Deputy County Clerk

