

SOUTHERN STONE COUNTY FIRE PROTECION DISRICT

TITLE: Employment Categories

REVISED: 04/03/2008

POLICY: # 1700.2

APPLIES TO: All Employees

PAGE: Page 1 of 1

It is the intent of Southern Stone County Fire Protection District to clarify the definitions of employment classifications so the employees understand their employment status and benefit eligibility.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by Southern Stone County Fire Protection District management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work Southern Stone County Fire Protection District's full-time schedule. Generally, they are eligible for Southern Stone County Fire Protection District's benefit package, subject to the terms, conditions, and limitations of each benefit program.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with Southern Stone County Fire Protection District is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.