Policy Statement:
Employees are classified based on the Department of Labor classifications of their job duties, PHS status, and schedule.

Procedure:

All employees at PHS are classified as one of the following:

- Introductory (during an Orientation period): a new individual with fewer than 90 days of continuous service, whether full- or part-time.
- Regular full-time: one who has completed the Introductory period, works a full forty-hour week, and whose employment is not time limited.
- Regular part-time: one who has completed the Introductory period, works fewer than forty hours a week on a regularly scheduled basis, and whose employment is not time limited.
- Temporary full-time: one who has completed the Introductory period, works a full forty-hour week, and whose employment is limited to a definite number of hours, days, weeks, or months. A temporary full-time employee is usually hired for a one-year period or less.
- Temporary part-time: one who has completed the Introductory period, works fewer than forty hours a week on a regularly scheduled basis, and whose employment is limited to a definite time period, usually less than one year.
- Temporary on call or PRN: one who works as needed with no regular schedule.

In addition, All PHS employees are determined by the Department of Labor is in one of the following categories:

- Exempt – those employees whose position meet specific tests established by the Fair Labor Standards Act (FLSA) and are exempt from overtime pay requirements.
- Non-exempt – those employees whose positions do not meet FLSA exemption tests. They are paid hourly for time worked and are paid one and one-half times their regular rate of pay for hours worked in excess of forty hours per week.

References:
Employee Handbook page 24

Policy Cross References: