

## II. COMPENSATION POLICIES

### A. CLASSIFICATION OF EMPLOYMENT

City employees must be classified as full-time regular, part-time regular, Extraboard Firefighter, or temporary/seasonal and as exempt or nonexempt for the purposes of compensation and benefit administration.

1. **Full-Time Regular** employees are scheduled to work on a regular basis for 40 or more hours a workweek and may be classified as exempt or nonexempt. Full-time regular employees are eligible for all City-sponsored benefits.
2. **Part-Time Regular** employees are scheduled to work on a regular basis for less than 40 hours a workweek and may be classified as exempt or nonexempt. Part-time regular employees must work 20 or more hours per workweek to be eligible for limited City-sponsored benefits.
3. **Extraboard Firefighters** in the Fire Medical department are called to work on an as needed basis and are classified as nonexempt. Extraboard Firefighters employees are eligible for limited City-sponsored benefits.
4. **Temporary/Seasonal** employees are on the City's payroll and working on a specific assignment with the understanding that their employment will end when the assignment is completed. Temporary/seasonal employees may be scheduled to work full-time or part-time as needed and classified as exempt or nonexempt. A temporary employee may be offered and accept a subsequent temporary assignment with the City and retain temporary status. Temporary/seasonal employees are not eligible for City-sponsored benefits.

Employees who are on the payroll of an employment agency and working on a specific assignment for the City are employees of the respective agency and not of the City, and therefore not eligible for City-sponsored benefits.

1. Nonexempt employees are covered by the minimum wage and overtime pay provisions of the Fair Labor Standards Act (FLSA) and are paid on an hourly basis. Nonexempt employees must be paid for all hours worked in a workweek.
2. Exempt employees are exempt from the overtime pay provisions of the FLSA and are paid on a salary basis. Exempt employees are required to work the number of hours needed to perform their job duties and responsibilities.