

## 2.4 EMPLOYEE CLASSIFICATION

### Non-Exempt Employees:

*Non-exempt employees are paid bi-weekly and will be compensated for all hours worked. A non-exempt employee will be compensated for work over forty (40) hours in a work week at the rate of 1 ½ times the employee's regular pay rate. This policy applies to employees of all departments and is administered in compliance with all applicable state and federal laws.*

- Regular Full-Time Employees:  
Full-time employees are scheduled to work more than 32 hours per week and will receive all benefits provided by the Town upon meeting eligibility requirements. Vacation pay, PTO, and holiday pay are determined by the employees' regular scheduled work week and are standardized to a "40-hour employee" or a "less than 40 hour employee".
- Regular Part-Time Employees:  
Part-time employees are scheduled to work 32 hours per week or less and are not eligible for benefits provided by the Town except those required by applicable state or federal law.
- Temporary Employees:  
Employees whose employment is anticipated to be seasonal, will last a comparatively short time, or has a fixed limited duration are considered to be temporary employees. Temporary employees are not eligible for benefits provided by the Town except those required by applicable state or federal law.

### Exempt Employees:

*Exempt employees are excluded from the minimum wage and overtime requirements of the FLSA. Exempt employees are paid a bi-weekly salary which is compensation for all hours worked during the preceding pay period. Exempt employees do not receive overtime pay.*

- Salaried Employees:  
Salaried employees are entitled to all benefits provided by the Town upon meeting eligibility requirements. These employees may or may not have an employment contract which might further dictate compensation and benefits.
- Elected Officials:  
Elected officials are not eligible for benefits provided by the Town and are not subject to the provisions of this Personnel Policy Manual.