

201 Employment Classifications

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Purpose: To define various employment classifications for compensation and benefit purposes. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment relationship at will at any time is retained by both the employee and Pine Haven Christian Communities.

Employees:

Individuals who receive wages or salaries through Pine Haven Christian Communities' payroll.

All employees are classified as either non-exempt or exempt under State and Federal wage and hour laws.

1. Non-exempt Employees:

Individuals who are subject to all provisions of the Fair Labor Standards Act (FLSA) as amended. These employees receive overtime pay for hours worked beyond 40 hours in any workweek at one and a half times their regular hourly rate.

2. Exempt Employees:

Executive, professional, administrative, outside sales, and some computer professional employees who are excluded from the overtime provisions of the FLSA as amended. These employees do not receive overtime pay for hours worked beyond 40 hours in any workweek.

3. Unpaid interns:

Students who contribute work hours to Pine Haven Christian Communities in exchange for academic credit and learning opportunities, in compliance with the FLSA. Such individuals are not eligible for any compensation or employment benefits. Unpaid interns are not "employees" under this definition.

Employment is further broken down into the following benefits eligibility categories. It is important to understand the definitions of employment categories, as this will determine employment status and benefits eligibility:

1. Full-Time Employees (Benefits-Eligible):

Individuals who are regularly scheduled to work 60 or more hours per pay

period on average and whose employment is not limited to a specific period of time or purpose. Employees in this classification are eligible for all employment benefits provided by Pine Haven Christian Communities.

2. Part-Time Employees (Benefits-Eligible or Non-Benefits-Eligible)

- A. **Part-Time Benefits-Eligible:** Individuals who are regularly scheduled to work between 32 and 59 hours per pay period. Employees in this category are offered limited employment benefits provided by Pine Haven Christian Communities (such as PTO accrual and participation in the 403(b) retirement savings plan).
- B. **Part-Time Non-Benefits-Eligible:** Individuals who are regularly scheduled to work fewer than 32 hours per pay period. Employees in this category are not eligible for employment benefits provided by Pine Haven Christian Communities.

3. Casual Employees (Non-Benefits-Eligible):

Individuals who do not have regularly assigned hours per pay period. These employees do not have a set schedule or a guaranteed number of hours – the number of hours worked may vary based upon the individual's availability and/or the needs of the department.

- This classification does not qualify for open scheduled shift pick-up pay.
- All casual employees must remain current with required staff meetings, in-services, training, and all other regulatory or corporate conditions of employment in order to remain actively employed with Pine Haven.

There are additional requirements for casual employees (as defined above) who work in clinical positions (these include RN, LPN, CNA, RA, & UA roles). These requirements fall into two categories:

A. Clinical Casual Employees:

Clinical casual employees (RN, LPN, CNA, RA, & UA) who are not out-of-area college students (as defined in item 3B) must meet the following criteria in order to remain actively employed:

- Work a minimum of eight shifts every calendar quarter - at least four of these must be weekend shifts.
- Work a minimum of one holiday per year.
- Remain current with all required staff meetings, in-services, training, and other regulatory or corporate conditions of employment.
- It is the employee's responsibility to actively review open shifts and elect open shifts via the scheduling software.

In very limited cases, and only with written approval of the Manager and the Director of Human Resources, clinical casual employees may be granted alternate time frames in which to work a total of thirty-two shifts per calendar year (at least sixteen of these must be weekend shifts, and at least one must be a holiday).

B. Student Clinical Casual Employees:

Clinical casual individuals who are **ALSO** students attending college **outside of Sheboygan and Manitowoc counties** must meet the following criteria in order to remain actively employed:

- Work at least sixteen shifts each calendar year – eight of these must be weekend shifts.
- Work at least one holiday shift per calendar year.
- Remain current with all required staff meetings, in-services, training, and other regulatory or corporate conditions of employment.

Shifts worked will flex throughout the year based upon a student's school schedule and availability, but total shift requirements for the calendar year must be met.

Students are expected to contact the Schedulers or their department Managers as soon as they know their availability over school breaks, to discuss schedules and to pick up shifts as available. It is the employee's responsibility to actively review open shifts and elect open shifts via the scheduling software.

Students who work during school breaks are making limited-term changes that do not impact their employee classification (i.e. students who work more than 32 hours per pay period through the summer only are not classified as benefits-eligible employees).

Clinical casual and clinical student casual employees who do not meet the criteria established above by the end of each calendar year will be considered to have voluntarily resigned their employment with Pine Haven.

4. Temporary Employees:

Individuals who usually work for a specific, limited time. A temporary employee is hired on occasion as an interim replacement, to help meet a temporary increase in workload or to help with a specific task or project, based on department needs. A temporary assignment may be extended for business purposes, but the temporary status remains in effect unless Pine Haven changes it by written notification.