

SEVEN GENERATIONS CHARTER SCHOOL	SECTION: EMPLOYEES
	TITLE: 365 – EMPLOYEE CLASSIFICATIONS
	ADOPTED: January 8, 2013
	REVISED: June 23, 2016

Policy	<p>Temporary Employees</p> <p>From time to time, Seven Generations Charter School may hire employees for specific periods of time or for the completion of a specific project. Typically, this happens in the case of substitutes, special projects, special times of year, abnormal workload, or emergency situations. An employee hired under these conditions is considered a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis. Temporary employees are not eligible to participate in any Seven Gen benefit programs, nor can they earn or accrue any leave, such as vacation leave or sick leave. Seven Gen does provide to temporary employees any and all benefits mandated by law.</p> <p>Temporary employees cannot change from temporary status to any other employment status by such informal means as remaining in Seven Gen’s employment for a long period of time or through oral promises made to them by coworkers, members of management, or supervisors. The only way a temporary employee’s status can change is through a written notification signed by the CEO and approved by the Board of Trustees.</p> <p>Like all employees who work for Seven Generations Charter School, temporary employees work on an at-will basis. This means that both they and Seven Generations are free to terminate their employment at any time even if they have not completed the temporary project for which they have been hired. <i>See Policy 367 for further information on terminations.</i></p> <p>Part-Time and Full-Time Employees</p> <p>Depending on the number of hours per week you are regularly scheduled to work, you are either a part-time or a full-time employee. It is necessary that you understand which of these classifications you fit into, because it determines whether you are entitled to benefits and leave.</p> <p><u>Regular Part-time employees:</u> Employees who are regularly scheduled to work fewer than 30 hours per week are part-time employees and are not eligible for medical benefits.</p> <p><u>Regular Full-time employees:</u> Employees who are regularly scheduled to work 30 or more hours per week are full-time employees and are eligible for medical benefits.</p>
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<p>Delegation of Responsibility</p>	<p>Exempt and Nonexempt Employees</p> <p>Your entitlement to earn overtime pay depends on whether you are classified as an exempt or a nonexempt employee. At the time you are hired, you will be classified as either "exempt" or "non-exempt." This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty (40) hours per work week.</p> <p>Nonexempt employees are those who meet the criteria for being covered by the overtime provisions of the federal Fair Labor Standards Act and applicable state laws.</p> <p>Exempt employees are those who do not earn overtime because they are exempt from the overtime provisions of the Federal Fair Labor Standards Act and applicable state laws. Exempt employees (salaried) are principals, administrative executives, teachers, professional staff, technical staff, and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions. If you are uncertain about which category your position falls into, please speak to the CEO or the Business Manager.</p> <p>Job Assignments</p> <p>Seven Generations Charter School reserves the right to assign employees to jobs other than their usual assignment when necessary, provided the employee is capable of performing the essential functions of the alternate assignment.</p> <p>The Board of Trustees of Seven Generations Charter School authorizes the Chief Executive Officer (CEO) or his/her designee to enforce this policy</p>
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