



## **DEFINITIONS OF EMPLOYMENT STATUS**

### **I. PURPOSE**

To help provide uniformity and equity in applying personnel policies and benefits.

### **II. SCOPE**

These definitions apply to all City employees.

### **III. POLICY**

The City maintains standard definitions of employment status and classifies employees for purposes of personnel administration and related payroll transactions.

### **IV. DEFINITIONS**

#### Exempt

Employees whose positions meet specific tests established by the FLSA (Fair Labor Standards Act) and state law and who are exempt from overtime pay.

#### Non-exempt

Employees whose positions do not meet FLSA exemptions tests and who are compensated at time-and-a half rate of pay for overtime, as required by federal and state law.

#### Regular Full-time

Employees regularly scheduled to work 30 hours or more per week.



### Regular Part-time

Employees regularly scheduled to work less than 30 hours per week, are paid on an hourly basis, and are limited to a maximum of 1000 hours in a calendar year.

### Temporary Seasonal

Employees who are hired for a pre-established period and often during annual peak workload periods. They usually work up to 40 hours per week for a specific task or project.

### Temporary

Employees who are hired to work on temporary assignments as needed. They are on an as needed basis and may be called to work as many hours as needed in a workweek.

### At Will Employment

All employees who do not have a written employment contract with the City of Georgetown for a specific, fixed term of employment are employed at the will of the City for an indefinite period. Both the City of Georgetown and the employee are free to end the relationship at any time for any reason.