

SECTION IV Management & Personnel Policies

1. General Definitions

Approved by Board of Trustees, 10/25/2011

A. **Employee:** An individual hired by the board or the library director to work for the library. Individual employed by the library may fall into one or more of the following categories:

1. **Full Time:** An employee who regularly works 37.5 hours or more per week for 12 or more consecutive calendar months, who has satisfactorily completed a probationary period and whose appointment has been accepted by the board. The customary work week for full time employees is 37.5 hours.
2. **Part Time:** An employee who works less than 37.5 hours per week for or more calendar months.
3. **Temporary/Seasonal:** An employee who works either full time or part time, but for a limited time or irregular basis.
4. **Exempt Employees:** An individual who is not eligible for overtime pay or minimum wage regulations because he/she is classified under the category "executive," "administrative," or "professional" employee as defined by the Fair Labor Standards Act.
5. **Non-Exempt Employees:** An individual who is eligible for overtime or compensatory time off for hours worked in excess of 40 hours per week.