4.26 EMPLOYEE CLASSIFICATIONS

It is the intent of the Library District to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship, at will, at any time is retained by both the employee and the Library District.

Each employee is designated as either NON-EXEMPT or EXEMPT according to federal and state wage and hour laws. NON-EXEMPT employees are entitled to overtime pay and are subject to specific provisions of federal and state wage and hour laws. EXEMPT employees are not entitled to overtime pay and are excluded from specific provisions of federal and state wage and hour laws.

In addition to the above categories, each employee will belong to one other employment category:

**REGULAR FULL-TIME** employees are those who are not in a temporary, training period, or part-time status and who are regularly scheduled to work a minimum of 37.5 hours per week or more. Generally, they are eligible for the Library District’s benefit package, subject to the terms, conditions, and limitations of each benefit program.

**REGULAR PART-TIME** employees are those who are not in a temporary, training period, or full-time status and who are regularly scheduled to work less than 37.5 hours per week. They may be eligible for some of the Library District’s benefit package, in addition to those required by law, subject to the terms, conditions, and limitations of each individual benefit program.

**TEMPORARY** employees are those who work over a designated, predetermined period of time, usually not to exceed six months. Temporary employees are not eligible for any of the Library District’s benefit package except those required by law.

**TRAINING PERIOD** employees are those working within their first 90 days of employment with the Library District. The training period is an opportunity for the employee and the Library District to evaluate whether the employee is suitable for a position with the Library District. An employee’s training period status may affect eligibility for some benefits—please see the Library Director for more information. Once the employee successfully completes the training period, the employee will be a regular employee. This is simply an administrative designation. It does not mean that the employee has a permanent job and is not in any other way inconsistent with the Library District’s employment-at-will policy. The Library District reserves the right to extend or shorten the training period within its discretion.

*Adopted by the Niles Public Library District Board of Trustees 1.18.2017*