



WASHINGTON COLLEGE POLICIES

EMPLOYMENT CATERGORIES

According to state law, all staff employees are employed “at-will” which means that they can be terminated at any time with or without cause and with or without advance notice. This “at-will” relationship can be changed only in a written document signed by the President of the College.

Exempt Employee

An exempt employee is an employee who is not covered by the Fair Labor Standards Act’s recordkeeping minimum wage and overtime provisions. Whether an employee is exempt depends on the duties, responsibilities, and salary of the position. In general, executive, administrative and professional personnel are considered exempt employees. The position description specifies whether or not a position is exempt. Exempt employees are always paid on a salary basis.

Non-Exempt Employee

A non-exempt employee is an employee who is covered under the Fair Labor Standards Act’s record keeping minimum wage and overtime provisions. A non-exempt employee will be paid at least the minimum wage for all hours worked, is eligible for overtime pay after a non-exempt employee works more than 40 hours in a week (defined as Saturday through Friday), and must keep an accurate record of all hours worked. Non-exempt employees must be paid on a salary or hourly basis.

Regular Employee

A regular employee is an employee who is hired for an unspecified period of time in a position that may be continued from year-to-year on a 9, 10 or 12-month basis. Regular employees are eligible for College sponsored benefits in addition to benefits required by federal or state law.

Temporary Employee

A temporary employee is an employee who is hired for an unspecified period of time based upon the needs of the College without expectation of continued employment. A temporary employee is not eligible for College sponsored benefits (except for the benefits required by law).

Full-Time Employee

A full-time employee is an employee whose normal work schedule is at least 35 hours per week.

Part-Time Employee

A part-time employee is an employee who is normally scheduled to work less than 35 hours per week.

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