

EMPLOYEE CLASSIFICATION PROCEDURE

Effective: 09/30/2010

Employee Classification for New Positions

Before hiring, two types of classifications must be determined, Fair Labor Standards Act (FLSA) classifications and RVCDS classifications. Before hiring for a newly created position, the Program Director or Supervisor reviews Department of Labor Guidelines for FLSA classification with HR to determine the appropriate classification. These classifications are reviewed regularly. If a change in either classification occurs, a Personnel Status Change form needs to be initiated by the Program Director and submitted to HR for processing.

Employee Classification for Current Positions

If a current position evolves, the Program Director or Supervisor reviews Department of Labor Guidelines for FLSA classification with HR to determine the appropriate classification. The FLSA and RVCDS classifications are reviewed regularly. If a change in either classification occurs, a Personnel Status Change form needs to be initiated by the Program Director and submitted to HR for processing.