



River Valley Child Development Services Policy

Employment Classification		
Dates Reviewed:	Dates Revised:	Dates Approved by BOD: 8/18/2022
Effective Date: 9/18/2022		

1. **Policy Statement**

River Valley Child Development Services, hereinafter referred to as RVCDS, recognizes the importance of classifying all employees in the appropriate employment categories in compliance with the Fair Labor Standards Act and RVCDS defined classifications.

2. **Purpose for Policy**

The purpose of the employment classification policy is to clarify the definitions of employment classifications so that employees understand their employment status and benefits eligibility. These classifications do not guarantee employment for any specified period of time.

3. **Policy Applies to:**

✓ Employees

4. **Related Agency Policies**

- At-Will Policy and Procedure
- Compensation Policy and Procedure

5. **Related Documents and Forms**

- Job Descriptions

6. **Resources**

- Fair Labor Standards Act of 1938

7. **Policy Compliance:**

Employees not in compliance with this policy will be subject to discipline, up to and including termination.