

**POLICY # 3116****Employee Classifications****VERSION # 3****APPROVED BY BOARD**

1/22/2026

**APPLIES TO**

Division	Districtwide
Sub-Division	Human Resources

<b>VERSION</b>	<b>REVISION DATE</b>	<b>DESCRIPTION OF CHANGE/SUPERSEDE</b>	<b>AUTHOR</b>
1	07/01/2010	Board Approved Employee Handbook	General Manager
2	01/25/2024	Removing from Handbook and adding to new policy repository	Human Resources
3	1/2026	Redefined Classifications	Strategic Initiatives Manager

**TERMS AND DEFINITIONS**

<b>TERM</b>	<b>DEFINITION</b>
<b>Full-Time Employee</b>	An employee who regularly works at least 40 hours per workweek continuously. Full-time employees are eligible for District sponsored benefits and paid leave in certain circumstances as outlined in District policy.
<b>Part-Time Employee</b>	An employee who works year-round but does not exceed 1560 hours (including any paid leave hours) in a calendar year. A temporary increase in regularly scheduled hours anticipated to be of short duration will not affect eligibility for benefits and leave. Part-time employees are eligible for enrollment into the CalPERS retirement plan and state-mandated benefits (sick leave, state disability, unemployment insurance).
<b>Seasonal Employee</b>	An employee who works a maximum of 999 hours per fiscal year, including any paid leave hours. Seasonal employees are not eligible for District-sponsored benefits, but are eligible for state-mandated benefits (sick leave, state disability, unemployment insurance).

**PROCEDURE**

Exempt employees fall within one of the exemptions from overtime pay specified by law and are paid on a salary basis. Exempt employees are not entitled to premium pay for overtime hours worked. Exempt employees are not required to track or record hours worked. Exempt employees are paid full salary for any week in which they perform work, without regard to hours or number of days worked. Exempt employees are expected to work a minimum of 40 hours per week. Exempt employees are required to notify the District of time off taken for any purpose, with prior approval, including but not limited to vacation, sick leave, bereavement leave, medical leave, or leave taken for any other purpose. Exempt employees customarily and regularly exercise discretion and independent judgment and are expected to

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work the requisite hours, without regard to overtime, in order to fulfill all the expectations and functions of their positions.

Non-exempt employees are those who do not fall within one of the exemptions from overtime pay specified by law. Non-exempt employees are entitled to be paid for each hour worked, including premium pay for all overtime hours worked in accordance with federal and state law.

An employee may change job status or category only upon written notification by the General Manager. There is no automatic conversion from one job status or category to another.

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**Authority:** General Manager; Board of Directors

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Approved by the Board of Directors on: **January 22, 2026**