

# ADAMS COUNTY PUBLIC LIBRARY

## SECTION 3.140 – CLASSIFICATION OF EMPLOYEES

(adopted 1/13/03; revised 12/08/04; revised 12/13/06; 1/12/11; 12/11/13)

### **Assigned Employees**

The library board annually approves FTE assignments for most employees. These assignments reflect the usual number of hours that an employee will be scheduled to work each week during the ensuing year. The assignment is expressed in a full-time equivalent (FTE), e.g. forty hours per week equals 1.0 FTE. These FTE assignments are also used to determine eligibility for and/or the level of individual employee benefits and may be adjusted by the board as necessary.

#### A. Exempt Employees

Because of the nature of their duties, some salaried employees are *exempt* from the overtime pay requirements of the Fair Labor Standards Act (FLSA). For example, the executive director, fiscal officer, and employees with supplementary assignments are classified as exempt employees.

#### B. Nonexempt Employees

Whether the employee is paid salary or hourly wage, a nonexempt employee is subject to the overtime-pay provisions of the FLSA. Overtime pay, if earned, applies only to hours actually worked and does not include vacation leave, sick leave, personal leave, holiday pay, release hours or stipends.

### **Other Hourly Wage Employees**

Since substitute employees, library pages and other temporary help are employed by the executive director as necessary to meet the needs of the library, no FTE assignment is necessary. These employees are classified as nonexempt and are not eligible for earned or elective benefits.

### **Per Diem Wage Employees**

An eight-hour day is considered a full day for per diem employees. They are not eligible for earned or elective employee benefits. Exempt status is determined by the nature of job duties.

### **Employee Benefits by Classification**

**Mandatory benefits:** All employees are required to participate in the Ohio Public Employees Retirement System (OPERS), Medicare, and Worker's Compensation.

**Earned benefits:** Employees with an FTE assignment earn vacation leave, sick leave, and personal leave according to the specific benefit schedule, with the level of benefits prorated according to the employee's FTE assignment. **See also Section 3.600 for provisions for holiday pay.**

**Elective benefits:** Employees with an assignment of .75 FTE or higher are eligible to participate in the employer's medical insurance plan.

### **Note:**

Nothing in the policies of the Adams County Public Library or any oral or written representation by any employee, official supervisor or department head shall be construed as a contract of employment. The publication of benefits or policies is not intended to confer any rights or privileges on an employee or to entitle a person to remain an employee of the library. Any oral or written statements or promises to the contrary are hereby expressly disavowed and should not be relied on by any prospective or incumbent employee.