

**Riverside Cemetery District
Board Policy**

EMPLOYEE CATEGORIES

Policy 83

So as to clarify the definitions of employment classifications the Board has established employee categories so that employees understand their employment status and benefit eligibility. All employees serve at the will of the Riverside Cemetery District Board of Trustees.

REGULAR FULL-TIME EXEMPT EMPLOYEE An employee hired to a position regularly scheduled to work 40 hours per week (eg. Sexton, Assistant Sexton & Office Manager). The employee is eligible for the following benefits: Health insurance, personal leave, sick leave, bereavement leave, paid vacations, paid holidays, miscellaneous leaves and retirement.

SEASONAL FULL-TIME EMPLOYEE An employee hired to a position of a limited duration in which the hours worked will normally be 40 hours per week (eg Groundskeeper, summer helpers). Such a position is normally created with a specific time limitation to temporarily supplement the work force or to assist in completing a project. Seasonal Full-Time employees are eligible for the following benefits: paid holidays and miscellaneous leave.

WAGE (HOURLY) NON EXEMPT EMPLOYEE A part-time employee who is paid for the hours worked. This position is of limited duration and no more than 40 hours per week can be worked.

Adopted: 11/9/2004