

EMPLOYMENT CATEGORIES

The following is intended to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. All employees, although an employee of Riverside Cemetery District, serve at the will of the Riverside Cemetery District Board of Trustees.

REGULAR FULL-TIME EMPLOYEE - An employee hired to a position regularly scheduled to work 40 hours per week. The employee is eligible for the following benefits:

Health insurance, annual leave, sick leave, paid holidays, 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. 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 not eligible for employee benefits.

NON-EXEMPT EMPLOYEE - An employee (full-time or part-time), who receives monthly compensation and is not eligible for overtime or compensatory time, although compensatory time is allowed when the employee reports to their job on a day not dictated by the normal working days (i.e. Holidays & weekends).

EXEMPT EMPLOYEE - A full-time or part-time employee who is paid for the hours worked and is eligible for overtime pay.