


Category:	Human Resource Administration	INCA Community Services Personnel Policy 
Sub Category:	Services	
Effective Date:	01/27/2014	
Revised Date:	4/18	
Forms:		
Responsible: Human Resource Director		

Employee Classifications

Purpose/Introduction

INCA Community Services employees must be classified as full-time, part-time, temporary and as exempt or nonexempt for the purposes of compensation administration. In addition, INCA may supplement the regular workforce, as needed, with other forms of flexible and/or on-call staffing.

Classifications

All employees are assigned a classification status depending on the number of hours regularly scheduled to work. The classification is used in establishing guidelines for providing a standardized, equitable total compensation program, including employer-provided benefits to employees based on full-time and part-time work. All compensation is determined by eligibility of funds.

Regular Full Time Employee - Employed on a regularly scheduled 40-hour basis for a non-specified period and who has completed the introductory period of 90 days.

Regular Part Time – Employed on a regularly scheduled basis who works 30 to 39 hours a week, whose employment is not time limited, and who completed the introductory period of at least 90 days.

Temporary Full Time – Employed on a non-regularly scheduled 40-hour basis, but whose duration of employment is limited to a definite number of days, weeks or months to be worked.

Temporary Part Time - Employed on a non-regularly scheduled basis who works less than 40 hours a week, whose employment is limited to a definite number of days, weeks or months.

Special Classes

Flex/Substitutes (On-Call) – Employed on an “as-needed” basis for a non-specified period (under 30 hours a week). Employees who are on call and do not perform work-related tasks until they are called to work. Examples: Head Start Substitutes, JAMM Transit Flex drivers, Career Opportunities HTS[I1]

Interns - Performing work in a special status for a specified period, i.e., summer, academic semester.

Consultant - A person serving with, or without compensation, who provides expertise in a particular field.

Acting Employees - are currently employed by INCA and are acting in the capacity of another job classification/title for a specific period of time.

Contract Employees - Contract employees are considered temporary employees which are utilized for a specific period of time. They may be used for work that is based on piecework or

incentive reimbursement schedule, or for a short term project.

- Contract employees are required to sign contract that must be approved and signed by the program director, and be in accordance with all applicable Federal, State and conflict of interest regulations.

Introductory Period Employees: All newly hired regular employees any regular employees who change positions through promotions/transfers are considered as in an introductory period. This is not an employment status, but is a time to be used for training to do the duties of the position, and a learning period to assess the individual's ability to perform the required duties of the position. ([See Introductory Period](#))

Exempt/Non-Exempt Employees

All employees are classified as either exempt or nonexempt.

Non-exempt Employee - Generally is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA) and is typically paid either on an hourly or salary basis.

Exempt Employee - Is exempt from the provisions of the Fair Labor Standards Act (FLSA) and is not entitled to overtime payments. Exempt employees are paid on a salary basis and include administrative, executive, and professional employees and certain highly skilled computer professionals.

Dissemination of Policy

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.