

ARTICLE III - HIRING POLICIES

Section 3.1 - Executive Director

The filling of the Executive Director position, screening, interviewing, and making recommendations will be done by a Committee appointed by the Board of Directors, and this Committee shall be representative of the sector represented on the Board of Directors.

Final approval for the position of Executive Director will be the responsibility of the Board of Directors.

Section 3.2 - Program Director

Applicants for Program Director shall be interviewed and hired by the Executive Director who will receive input from appropriate Program Committee and/or the Head Start Parent Policy Council when applicable, as per 45 CFR -1304 Appendix "B".

Section 3.3 - Support Staff

Hiring to fill positions for program or Agency support staff may be handled by Program Director in consultation with and final approval of the Executive Director. In hiring Head Start staff, the Policy Council will be consulted.

Section 3.4 - General

Special consideration for employment will be given to the low income residents of NWCA service area provided their qualifications meet the requirements specified by the job description.

ARTICLE IV - CLASSES OF EMPLOYEES

Section 4.1 - General

All positions will be classified as full time, part time, or temporary, exempt or nonexempt.

Section 4.2 - Definition of Full/Part Time Employment

A. Full-Time

Those employees who are projected to work a forty (40) hour week, 52 weeks per year.

B. Part-Time

1. Category "A"

Those employees assigned to work a forty (40) hour week but for a period less than 52 weeks per year.

2. Category "B"

Those employees assigned to work less than forty (40) hours per week and who are projected to work 52 weeks per year.

Section 4.3 - Temporary Positions

Those employees who are assigned to work less than forty (40) hours per week and who are projected to work less than 52 weeks per year.

Section 4.4 - Exempt and Nonexempt Positions

Not all employees are affected by the Fair Labor Standards Act. Certain employees are not covered by the Act, other employees, while covered by the Fair Labor Standards Act, are exempted by specific provisions of the Act (exempt employees). A person hired for a position will be classified as exempt or nonexempt from overtime pay provisions. Exempt positions will meet one of the following tests as defined by the Minnesota Wage and Hour Act and the Federal Fair Labor Standards Act by either the long or the short test (29 USC 213).

1) EXECUTIVE 2) ADMINISTRATIVE 3) PROFESSIONAL

All positions not meeting one of these tests will be considered nonexempt. See attachment 1 for Exempt Status tests.

Exempt employees will be paid to do the job on a monthly salary. The monthly salary will be broken down to hourly rates for ease of bookkeeping and data management. The Executive Director shall determine the classification of all employees. All employees shall be notified of their class of employment and exempt or nonexempt status at the time of employment. In case of a dispute the Personnel Committee shall have final authority to determine the class of employment for a position.

ARTICLE V - PROBATION

Section 5.1 - Probation Period