

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

All new employees shall be subject to a six (6) month probationary period. As this period is one of mutual trial for both the employee and NWCA, no notice or reason need be given for termination.

Probationary employees will earn both vacation and sick leave at the regular rates beginning with their initial employment. However, they may not use vacation time until after twelve (12) months of employment unless written permission is granted by the Executive or Program Director.

A probationary employee may use sick leave once it has been accumulated.

Employment following the probationary period will be dependent upon the decision of the Executive Director and the Program Director.

ARTICLE VI - WORKING CONDITIONS

A. Northwest Community Action, Inc. recognizes forty (40) hours as a normal work week. The Executive Director, upon consultation with supervisory personnel and with approval of the Board of Directors, will determine operational days and hours of work, or the modification thereof. Unless otherwise assigned, the normal days and hours of work for employees will be as follows:

1. Workday - for full time positions shall be eight (8) hours, exception unpaid meals periods, between the hours of 8:30 a.m. and 5:00 p.m.
2. Workweek - for full time positions will consist of forty (40) hours between 12:01 a.m. Monday and 12:00 midnight Sunday.
3. Work Schedules - will be established for each employee by supervisory personnel who may change such schedules based on the needs and requirements of the work unit operation. Supervisory personnel may also require an employee to work an unscheduled day in place of a scheduled day within the same workweek, in which case the unscheduled day worked shall be treated as a modified work schedule and not subject to overtime compensation on the basis of a changed work day.

B. Office hours and breaks

All employees are eligible for a fifteen (15) minute morning and afternoon break. A one-half (2) hour lunch break is allowed but is not included as time paid. All staff will arrange morning, noon, and afternoon breaks so as not to interfere with the work of the Agency. Any variations from this schedule must have prior approval from immediate supervisor.