

VILLAGE OF BAYSIDE POLICY: HR001	Title: EMPLOYMENT CLASSIFICATIONS	
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I. **PURPOSE**

To outline for employees, the employment classification for all employees.

II. **POLICY**

It is the policy of the Village of Bayside to define employment classifications of Village employees as outlined in this policy. It is also the policy of the Village of Bayside to provide to attract and retain qualified employees.

III. **DISCUSSION**

This policy provides the current definitions of employment classifications for all Village positions. These benefits are subject to change

IV. **DEFINITIONS**

A. (EE) Executive Full-Time (exempt): Employees who work a minimum of 2080 hours per year or 80 hours bi-weekly; not eligible for compensatory time or overtime for any hours worked beyond 40 hours per week. A full-time exempt employee is expected to work hours necessary to complete the job they have been hired for. Employees who are classified as exempt are paid on a “salaried basis” meaning that the person will be paid the same full salary for any week in which work is performed.

1. Village Manager
2. Police Chief
3. Director of Finance and Administration
4. Communications Center Director
5. Assistant Village Manager

B. (SAE) Supervisory Full-Time - Administrative (exempt): Employees who work 2080 hours per year and are eligible for compensatory time after working 40 hours per week. Employees who are classified as exempt are paid on a “salaried basis” meaning that the person will be paid the same full salary for any week in which work is performed.

1. Public Works Operations Superintendent
2. Information Technology Director
3. Infrastructure Administrator
4. Communications Center Training Coordinator

C. (SPSE) Supervisory Full-Time - Public Safety (exempt)– Employees who work a 4 days on, 2 days off schedule, 8.5 hours per day, equivalent to less than 2080 hours per year. Employees

employees shall have their compensatory time reduced proportionately to maintain 2080 hours per year. Employees are eligible for straight time compensatory time after 8.5 hours per shift. Employees who are classified as exempt are paid on a “salaried basis” meaning that the person will be paid the same full salary for any week in which work is performed.

1. Police Lieutenant
2. Dispatch Supervisor

D. (RANE) Regular Full-Time – Administrative (non-exempt): Employees who work 2080 hours per year and are eligible for compensatory time or overtime after working 40 hours per week. Employees who are classified as non-exempt are paid on a “hourly basis” meaning that the person will be paid their hourly rate of pay for hours worked.

1. Accounting Assistant
2. Management Assistant
3. Public Works Municipal Technician
4. Public Works Mechanic
5. Public Works Municipal Technician-Non CDL

E. (RPSNE) Regular Full-Time - Public Safety (non-exempt)– Employees who work a 4 days on, 2 days off schedule, 8 hours per day. Employees are eligible for are eligible for compensatory time or overtime after working 40 hours per week. Employees who are classified as non-exempt are paid on a “hourly basis” meaning that the person will be paid their hourly rate of pay for hours worked.

1. Telecommunicator
2. Certified Training Officer
3. Lead Dispatcher

F. (RPTE) Regular Part-Time (exempt): Employees who are normally scheduled to work a minimum 1040 hours per year but less than 2080 hours per year and are not eligible for overtime or compensatory time for any hours worked beyond their standard bi-weekly hours. Employees who are classified as exempt are paid on a “salaried basis” meaning that the person will be paid the same full salary for any week in which work is performed.

1. None

G. (RPTNE) Regular Part-Time (non-exempt): Employees who are normally scheduled to work a minimum of 1040 hours per year but less than 2080 hours per year and are eligible for straight time pay for hours worked beyond their standard biweekly hours and for overtime after working 40 hours per week. Employees who are classified as non-exempt are paid on a “hourly basis” meaning that the person will be paid their hourly rate of pay for hours worked.

1. Records Management Administrator
2. Police Administrative Assistant
3. LX Coordinator

H. (LTENE) Limited Term-Seasonal (non-exempt): Employees who are normally scheduled to work a minimum up to 2080 hours per year for a fixed duration of time. Employees who are classified as non-exempt are paid on a “hourly basis” meaning that the person will be paid their hourly rate of pay for hours worked.

1. Intern

I. (NR) Non-Represented: All employees whose benefits are not covered by a Collective Bargaining Agreement.