

From the full-time manual:

Article Three – Compensation

3.1 Employee Classifications

The following terms, as used in this Manual, shall have the following meanings:

3.1.1 Regular-Time/Seasonal Employment

a.) Full-time Regular

A “Full-time” employee is an individual who works on average 30 or more hours per week. The term “full-time” employee may include regular and seasonal personnel. Notwithstanding an employee’s classification as “full-time,” all employees may be required to work additional hours as necessary to complete all assigned tasks and as-needed during periods of demand. Employees in this classification are entitled to benefits as described in this Manual.

A “Regular” employee is an individual employed in a position anticipated to exist for 40 weeks or more per calendar year.

b.) Seasonal

A “Seasonal” employee is an individual who is hired to work temporarily on a seasonal basis. . Employees in this classification are not eligible for any benefits described in this Manual. Seasonal employees are excluded from the definition of a “regular” employee..

3.1.3 Pay Basis

The manner of compensation shall be indicated by the designation “salaried” or “hourly” as follows:

a.) Salaried

A “Salaried” employee is an individual who is employed and paid a wage for the services performed and not the hours worked. Salaried employees typically include, but are not limited to, the Executive Director, Department Directors, Superintendents, Assistant Superintendents, Managers, Assistant Managers, Supervisors, Coordinators, Landscape Architects, Assistant Golf Professionals, Officer Managers and Chefs.

b.) **Hourly**

An “Hourly” employee is an individual who is employed and paid an hourly rate for actual hours worked. Hourly employees typically include, but are not limited to, Operations, Specialists, Equipment Operators, Electricians, Carpenters, Mechanics, Custodians and Accounting Clerks.

From the part-time manual:

Article Three – Compensation

3.1 Employee Classifications

The following terms, as used in this Manual, shall have the following meanings:

3.1.1 Regular-time/Seasonal Employment

a.) **Regular Part-time**

A “Part-time” employee is an individual who works on average less than 30 hours per week. The term “part-time” employee may include regular and seasonal personnel.

A “Regular” employee is an individual employed in a position anticipated to exist for 40 weeks or more per calendar year.

b.) **Seasonal**

A “Seasonal” employee is an individual who is hired to work temporarily on a seasonal basis. .

3.1.3 Pay Basis

The manner of compensation shall be indicated by the designation “salaried” or “hourly” as follows:

a.) **Salaried**

A “Salaried” employee is an individual who is employed and paid a wage for the services performed and not the hours worked.

b.) **Hourly**

An "Hourly" employee is an individual who is employed and paid an hourly rate for actual hours worked.

John Kelly
PRESIDENT

[Signature]
SECRETARY

Adopted by
Board of Park
Commissioners
12/11/13