



Department: Human Resources
Policy Number: HUM-A001
Effective Date: 5/28/08

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

EMPLOYMENT CLASSIFICATIONS

In accordance with the Federal Fair Labor Standards Act and applicable state laws positions are classified as either exempt or non-exempt based on job duties and responsibilities. Exempt positions are executive, learned professional, outside sales, computer and administrative, and are paid on a salary basis. Non-exempt positions are positions that are paid on an hourly basis and are eligible for compensation time or over-time pay as budget permits.

Clarksville-Montgomery County School System further classifies employees as regular and variable hour. Regular employees work a consistent schedule of at least 15 hours per week and are eligible to receive benefits. Variable hour employees are hired to perform a specific job for a limited period of time on an as-needed basis. They are not eligible for benefits (insurance, retirement, paid leave, or holidays). Variable hour employees working on assignment at CMCSS through an employment agency or leasing firm are employees of the agency/leasing firm. They are not employees of the school system.

Associated Documents: [HUM-M001](#) CMCSS Employee Handbook

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
9/07/04		Initial Release
5/27/08	A	Clarify exempt and non-exempt and regular and temporary employees.
7/14/14	B	Modified temporary employee to variable hour; added "as budget permits" to first paragraph; added "on an as-needed basis" and "working on assignment at CMCSS through" to second paragraph; added document number for Employee Handbook; updated logo
5/31/16	C	Added "retirement" to list of benefits variable employees are not eligible for.
5/15/17	D	Changed "paid vacation, sick leave" to "paid leave".

***** End of Policy *****