

Truckee-Donner Recreation and Park District Policy Handbook

POLICY TITLE: Classification of Employees
POLICY NUMBER: 201

201.10 Permanent full-time employees:

A permanent, full-time employee is an employee in a permanently authorized position and works 40 hours per week.

201.11 The following position classifications are 'in training' or permanent full-time employees: General Manager, Park Superintendent, Recreation Superintendent, Accounting Manager, Human Resources Manager/District Clerk, Information Technology Administrator, Maintenance Foreman, Aquatics Program Coordinator, Sports Program Coordinator, Youth Program Coordinator, Office Manager, Mechanic, Maintenance Specialists I, II, and III, Park Supervisor, Accounting Assistant, Maintenance Worker I and II, Administrative Assistant, Office Assistant II.

201.20 Permanent part-time 2/3 year round employees:

A permanent part-time 2/3 year round employee is an employee in a permanently authorized position and works 27 hours per week (2/3 of a 40 hour work week). A permanent part-time 2/3 year round employee may work up to 40 hours a week on a sporadic basis, but only when authorized by their supervisor or the general manager. Total hours worked by any permanent part-time employee may not exceed 1500 hours in any calendar year. Refer to Attachment A.

201.21 The following position classifications are 'in training' or permanent part-time 2/3 year round employees: Assistant Aquatics Program Coordinator, Building Facilitator II, Office Assistant 1, and Marketing Manager.

201.30 Part-time and Seasonal Employees:

A part-time employee is an employee who works 28 hours or less per week ongoing. A part-time employee may be allowed to work up to 40 hours a week on a sporadic basis, but only when authorized by their supervisor or the general manager. Total hours worked by any part-time employee may not exceed 1500 hours in any calendar year. The 1500 hours includes any PTO hours earned from the prior calendar year per Policy #207 – General Leave and Benefits for part-time employees. Refer to Attachment A.

A seasonal employee is an employee who works on a seasonal or temporary basis dependent on weather and/or programming. Examples include (but are not limited to) school year, summer camp, holiday camps, golf course, special projects, positions beginning when the

Truckee-Donner Recreation and Park District Policy Handbook

snow melts and ending when the snow flies, or additional help needed on a short-term temporary basis during any season. A seasonal employee is an employee who works up to 40 hours per week but only on a seasonal or temporary basis. Total hours worked by any seasonal employee may not exceed 1500 hours in any calendar year. Seasonal employees are not eligible for General Leave or Benefits as outlined in Policy #207. Refer to attachment A.

201.31 The following position classifications are part-time/seasonal employees: Lifeguard I, II, and III, Cashier I and II, Recreation Leader I and II, Recreation Assistant I and II, Teacher I and II, Sailing Instructor I, II, and III, Pro-Shop Manager, Ice Rink Manager, Park Facility Worker, Front Desk Clerk, Fitness Center Staff I and II, Office Assistant I, Climbing Wall Instructor, Accounting Clerk I, and Assistant Youth Program Coordinator. These positions may be classified as either part-time or seasonal upon hire, depending on the intent and/or need of the hiring supervisor.

201.40 Part-Time Benefited Employee:

A part-time benefited employee is an employee in a year round position that may work up to <2,000 hours per year. A part-time benefited employee may work up to 40 hours a week on a sporadic basis, but only when authorized by their supervisor or the general manager.

201.41 The following position classifications are part-time benefited positions: Park Facility Worker (PTB), Assistant Youth Program Coordinator (PTB), and Teacher (PTB).

201.50 Temporary Contract Employee:

A temporary contract employee is one who is employed by contract for a specific project with an employment end date or range specified in an employment contract. The contract is for work that is non-recurring and limited to the length of time needed to complete a project; i.e., a project construction manager hired to oversee the construction of a new facility. Hours and benefits are on a case by case basis as outlined in the employment contract.

Truckee-Donner Recreation and Park District Policy Handbook

Attachment A

Hourly work examples:

Permanent part-time 2/3 year round employee:

<u>Hours</u> X <u>Weeks</u> = <u>Total Hours</u>	<u>Hours</u> X <u>Weeks</u> = <u>Total Hours</u>	<u>Hours</u> X <u>Weeks</u> = <u>Total</u>
27 X 47 = 1269	27 X 46 = 1242	27 X 45 = 1215
40 X <u>5</u> = <u>200</u>	40 X <u>6</u> = <u>240</u>	40 X <u>7</u> = <u>280</u>
52 = 1469	52 = 1482	52 = 1495

In these examples, the employee does not exceed 1500 hours in the calendar year; however there is flexibility to work up to 40 hours up to 7 weeks in a calendar year on a sporadic basis. Total hours include any vacation, holiday, or sick time the employee may have been paid. Employee hours will be monitored and adjusted to ensure they do not exceed 1500 hours in any calendar year. Employees who have accrued 240 hours of sick pay are eligible to receive one-half (1/2) hour pay for each hour of sick leave accrued in excess of 240 hours, to be paid at the end of each fiscal year.

Part-time ongoing employee:

<u>Hours</u> X <u>Weeks</u> = <u>Total Hours</u>	<u>Hours</u> X <u>Weeks</u> = <u>Total Hours</u>
28 X 49 = 1372	28 X 52 = 1456 (96 General leave hours would put ee over 1500)
40 X <u>3</u> = <u>120</u>	27 X 52 = 1404
52 = 1492	<u>96</u> General Leave 1500

Part-time employees who work 1250 hours in a calendar year earn 96 hours of general leave to be used in the following calendar year. The employee can use his/her 96 hours of general leave for vacation/sick/holiday pay in the following year in-lieu of hours worked. Should an employee not use their general leave hours during that calendar year, they will be paid on an hourly basis for unused hours. Employee hours will be monitored and adjusted to ensure they do not exceed 1500 hours in any calendar year including any general leave. If an employee chooses to bank general leave hours instead of using them as time off, their scheduled work hours will be reduced accordingly.

Seasonal Employees:

<u>Hours</u> X <u>Weeks</u> = <u>Total Hours</u>	
40 X 26 = 1040	Golf course employee April through mid-October
40 X 28 = 1120	Park worker April - October
30 X 40 = 1200	Teacher in Afterschool program Sept - June
40 X 12 = 480	Teacher in summer camp June - August