

Kids Central, Inc. System of Care Policy & Procedure

Series: Human Resources

Policy Name: Employee Classifications

Policy Number: 1161

Origination Date: 10/1/2010

Revision Date:

Authority:

Policy

Kids Central, Inc. assigns a classification to each employee and other individuals performing services on behalf of the organization. Employment classifications determine employment status and benefits eligibility.

Procedure

1. Employee Classifications
 - a. Regular Full Time: Employees scheduled to work a minimum of 30 hours per week and eligible for all employee benefits
 - b. Regular Part Time: Employees regularly scheduled to work under 30 hours per week and not benefits eligible (except for the pension plan and EAP).
 - c. Occasional or On-Call employees: Employees who work occasionally or for a specific project and not benefits eligible
 - d. Temporary full-time or Temporary part time: Employees on the payroll of Kids Central, Inc. hired for a specified period of time and not benefits eligible
2. Other Classifications
 - a. Contracted service worker: An individual employed by another Agency or organization (not Kids Central, Inc.) contracted to work for a specific time or on a specific project.
 - b. Volunteer: An individual who donates time and services to Kids Central and is unpaid.
 - c. Intern: An individual who works at or for Kids Central in an unpaid capacity in order to fulfill educational or certification requirements

Approved By:

Cynthia A. Schuler, Chief Executive Officer

Date