



## **1-1 POLICY ON CLASSIFICATION OF POSITIONS**

Personnel of SYCAMORE PARK DISTRICT shall be classified in one of the following classifications for purposes of salary administration and employee benefits:

**Regular Full-Time Personnel:** Personnel are designated full-time by the Executive Director or the Board of Commissioners and have completed their introductory period. Full-time employees are expected to work at least 40 hours per week or more if necessary due to seasonal activities for four consecutive calendar quarters during the calendar year. Seasonal and part-time employees are excluded from the regular full-time employee classification regardless of the number of hours worked. Full-time employees may be “exempt” or “nonexempt” as defined below.

**Part Time IMRF Eligible Personnel:** designated by the Executive Director and Board of Directors. Generally scheduled to work less than 40 hours per week, however, may be required to work 40 hours or more per work week during busy periods. The position is expected to work more than 1,000 hours per year.

**Part Time Personnel:** personnel that are generally scheduled to work less than 40 hours per week. The position is expected to work less than 1,000 hours per year. May be assigned duties in positions which are maintenance, recreational, clerical, or secretarial in nature and which are year-round positions. Part-time employees are “nonexempt” as defined below.

**Seasonal Personnel** part-time personnel that is assigned duties in positions which are maintenance, recreational, clerical, or secretarial in nature, and the duration of which are related to the season of the activity.

### **Definitions:**

**Introductory Period:** During the first six months of employment with SYCAMORE PARK DISTRICT (the "Introductory Period"), all full-time employees are classified as Introductory Employees for the purposes of orientation, evaluation, and training, if any. (Includes transferred or promoted employees.)

**Exempt employees:** employees that are classified as such if their job duties are exempt from the overtime and compensatory provisions of the Federal and State Wage and Hour Laws. Exempt employees are not eligible for overtime pay. . Exempt employees must record total hours worked per day.

**Non-Exempt employees:** employees that are required to receive overtime pay or compensatory time in accordance with SYCAMORE PARK



DISTRICT's overtime and compensatory time policies. Non-exempt employees must utilize a time clock and/or time sheets to document hours worked.

Employees, as referred to in this document, include regular full-time, part-time IMRF eligible, part time and seasonal personnel. SYCAMORE PARK DISTRICT reserves the right to reclassify an employee's designation as deemed in the best interest of SYCAMORE PARK DISTRICT.

Adopted on:

Revised on:

October 2016

October 2021

4838-5285-6889, v. 1