

**OTTUMWA PUBLIC LIBRARY
POLICY AND PROCEDURE**

Name of Policy: **EMPLOYMENT CLASSIFICATIONS**

Purpose: To clarify each employment classification within the Library.

Procedure:

1. All employees must meet the requirements of their position as outlined in their job descriptions.

2. Employment Classifications:

Exempt – Any employee who works a full-time salaried position.

Regular, full-time – Any employee who normally works an average of 35 hours or more per week or an average of 70 hours in the two week time period.

Regular, part-time – Any employee who normally works less than 35 hours per week on a regularly scheduled basis.

Seasonal, limited term, or temporary employee – Any employee who is hired for a period of four (4) months or less.

Date revised: 14 February 2011

By: Ottumwa Public Library Board of Trustees