

**KITCHIGAMI REGIONAL LIBRARY SYSTEM**  
**BOARD POLICY**

<b>Policy:</b> Employee Categories	<b>Policy Number:</b> ###
<b>Approved by the Board:</b> March 16, 2006	<b>Revision Date:</b> July 19, 2007 March 18, 2021
<b>Effective Date:</b> March 18, 2021	<b>Number of pages:</b> 1

**Policy:**

All KRLS employees will be divided into the following five categories:

1. Regular full time: An employee in an ongoing year round position who works 2080 hours in a calendar year.
2. Regular part time: An employee in an ongoing year round position who works scheduled hours less than 2080 hours in a calendar year.
3. Substitute: An employee who works irregular hours as required to perform tasks ordinarily performed by a regular employee.
4. Temporary: An employee who works for a defined amount of time in a job that is not ongoing, including interim positions.
5. Contractual: An individual hired for a fixed period of time to perform a specific project.

**Application:**

Paid benefits, including but not restricted to vacation, sick leave, and holidays are provided only to regular full time employees and regular part time employees who are hired for 20 or more hours/week.

Benefits to regular benefit earning part time employees whose hired hours are between 20-40 hours/week are calculated on a pro rata basis. Regular part time employees who work fewer than 20 hours/week do not earn benefits.

Consistent with the Minnesota Fair Labor Standards Act, the following positions are designated exempt:

1. Regional Director
2. Branch Library Managers of Level IV Libraries
3. Other positions as designated by the KRLS Board consistent with the MN Fair Labor Standards Act