

Kitchigami Regional Library

Employee Categories Policy

Purpose: To define the categories of Kitchigami Regional Library employees for the application of all personnel policies.

Definitions: All Kitchigami 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 to Benefits:

Paid benefits, including but not restricted to vacation, sick leave, holidays and health insurance are provided only to regular full-time employees and regular part-time employees who work 1040 or more hours in a calendar year.

Benefits to regular part-time employees who work fewer than 2080 hours in a calendar year are calculated on a pro rata basis.

Exemption Status of Employees:

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

Director/Chief Librarian	Branch Library Managers of Level II and Level III Libraries
Administrative Assistant	Bookkeeper HQ Department Heads