

Rolling Meadows Library Employee Handbook

201 Employment Categories (suggested changes in bold and underlined)

Updated: 08/06/2013

It is the intent of RML to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and RML.

Each employee is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws. NON-EXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NON-EXEMPT classification may be changed only upon written notification by RML management.

In addition to the above categories, each employee will belong to one other employment category:

FULL-TIME employees are those with 37.5 normal weekly hours. Full-time employees are eligible for RML's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are regularly scheduled to work less than the full-time work schedule. **The combination of regularly scheduled normal weekly hours and Sunday hours will not exceed 28 for part-time employees.** Part-time employees are eligible for some benefits sponsored by RML, subject to the terms, conditions, and limitations of each benefit program.