

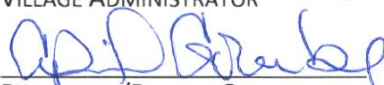


POLICY AND PROCEDURE STATEMENT

SUBJECT	PAGE 1 OF 1	DATE EFFECTIVE	
CLASSIFICATION OF EMPLOYMENT		MAY 1, 2018	
SECTION/POLICY NO.	APPROVED BY	SUPERSEDES	
1.08	 MAYOR	VOA II-D, OCTOBER 1, 2003	
PREPARED BY	 VILLAGE ADMINISTRATOR	APPROVAL DATE	ISSUE DATE
VILLAGE ADMINISTRATOR			12/31/2017
REFERENCE	 PERSONNEL/BENEFIT COMMITTEE	DISTRIBUTION LIST	
		WEBSITE, MAYOR, COUNCIL CLERK- TREASURER, AND VILLAGE EMPLOYEES	

SCOPE

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

POLICY

- I. Most employees are hired as regular full-time or part-time employees and are paid on an hourly basis. Some temporary employees may be hired with no Full-time Equivalent (FTE) status or 0.0 FTE.
- II. Exempt employees will receive each pay period, a pre-determined wage that is not subject to variation.
- III. Nonexempt HOURLY employees are paid for actual time worked including overtime as applicable.
- IV. Official classification titles shall be used in all personnel and payroll matters.

PURPOSE:

- I. To designate various classifications of workers based on position and responsibilities.

PROCEDURE

- I. Upon hire, the mayor, village administrator or designee informs the employee into which classification the employee falls.
- II. The mayor, village administrator or designee explains all the responsibilities and issues related to that job classification.
- III. The village administrator or designee completes the Payroll Entry Form (see attached). HOURLY employees are paid for actual time worked including overtime as applicable.
- IV. All employees are subject to the policy requirements of documenting ill-time, holiday-time, and vacation-time.
- V. An employee may request that his/her position be audited for proper classification by submitting a written request for reclassification to his/her department head.
- VI. The Appointing Authority shall administer a classification plan based upon a valid analysis of the duties, responsibilities and qualification requirements of positions within the organization.
- VII. The Appointing Authority shall periodically review the duties, responsibilities and qualification requirements of positions and make necessary adjustments or revisions to the classification plan.

REFERENCE

- I. This policy is congruent with the United States Department of Labor's Federal Fair Labor Standards Act (FLSA)