

Adopted 9/85

Revised 12/94

7/95

9/01

05/02

**Subject: PERSONNEL POLICY #4  
EMPLOYEE CLASSIFICATIONS**

Regular Full-time (FT)	Employees who regularly work a minimum of 34 hours per week with definite or regular schedules.
Regular Part-time (PT)	Employees who regularly work a minimum of 17 but less than 34 hours per week with definite or regular schedules.
Regular Scheduled Substitute (S)	Employees who regularly work less than 17 hours per week with definite or regular schedules.
Substitute (Sub)	Employees who work on a call-in or temporary basis without definite schedules, but log hours within two consecutive pay periods.

Choices In Community Living expects employees to maintain attendance and punctuality standards to maintain their scheduled hours. The agency does not guarantee a certain number of hours or a fixed schedule: employees may work more hours during periods of high work volume and/or work less hours during periods of low work volume. Choices In Community Living requires employees in a substitute classification to log some hours within every two consecutive pay periods to maintain active status, with the exception of seasonal employees. Choices In Community Living may approve an extension to this requirement for a specific period of time in response to a written request from an employee in a substitute classification. The agency will consider employees in a substitute classification to voluntarily resign when they fail to log hours as required when they are available without requesting an extension to the requirement. Choices In Community Living will terminate employees in any classification who remain inactive for 26 consecutive weeks in a rolling 52-week period.

**Regular Full-time**

Choices In Community Living provides health and paid time off benefits to regular full-time employees who otherwise meet the eligibility requirements and who maintain a regular work schedule of 34 hours or more per week. (See *Full-Time Benefits*)

**Regular Part-time**

Choices In Community Living provides limited health and paid time off benefits to regular part-time employees who otherwise meet the eligibility requirements and who maintain a regular work schedule of 17 to 33 hours per week. (See *Part-Time Benefits*)

**Regular Scheduled Substitute/Substitute**

Choices In Community Living does not provide health or paid time off benefits to regular scheduled substitutes or substitutes. Employees classified as regular scheduled substitute or substitute who change classification to regular part-time or regular full-time become eligible for benefits available to the classification on their ninety first day of employment or, if employed more than ninety days, the date the change becomes effective.