



## Twentynine Palms Public Cemetery District

**POLICY TITLE:** Employee Status  
**POLICY NUMBER:** 3116

3116.1 A "Regular Full-Time" employee is one who has been hired to fill a regular position in any job classification. Regular full-time employees are regularly scheduled to work at least forty (40) hours per week, are not temporary employees, and who have successfully completed the probationary period.

3116.2 A "Probationary" employee is one who has been hired to fill a regular position in any job classification and has less than Six (6) continuous months of service with the District. Upon completion of six (6) months of continuous service with the District in said classification, and upon the General Manager's decision to retain said employee, said employee shall be granted regular employee status.

- a) A probationary employee will receive not less than the minimum rate for the job and will be eligible for sick leave pay, holiday pay, vacation pay, insurance coverage (if offered) or items of a similar nature, as he or she becomes eligible. A probationary employee will not be eligible for a leave of absence.
- b) The General Manager may elect to extend the probationary period for any employee up to an additional three (3) months.

3116.3 A "Part-Time" employee is one who is hired to work within any job classification but whose position is not regular in nature and generally less than forty (40) hours per week.

3116.4 An "Exempt" employee is an employee who is exempt from the minimum wage and overtime requirements of the Federal Fair Labor and Standard Act ("FLSA"). To be considered "exempt", an employee must work in a bona fide executive, administrative, or professional capacity and be paid on a salary basis as required by the FLSA. These positions shall be so designated in the classification plan.

3116.5 A "Non-Exempt" employee is an employee who is not a bona fide executive, administrative, or professional employee as defined by the FLSA. At the option of the District, non-exempt employees will receive either overtime pay or compensatory time off for work performed in excess of forty (40) hours per week in compliance with the FLSA.