

Iowa County, Iowa  
Policy Manual

Title: Employment Status	Reference #: HR012
Subject: Human Resources	Date Effective/Revised: 7/1/2016
Department (s): All	Approved By: Board of Supervisors

**REGULAR FULL-TIME EMPLOYEES-** Regular full-time employees are scheduled to work a normal work week for his/her department for 52 weeks per year. A normal work week will be 37½ hours except for the following, which will be 40 hours: Engineer's Office, Public Health, Conservation, Transportation, Sheriff's Office and Building Maintenance. Employees working less than a normal work week, but 30 hours/week or more on a regular basis may receive prorated benefits or full benefits, when required by law.

**TEMPORARY EMPLOYEES-** Temporary employees are hired for occasional or seasonal work to assist at times when there is a need for additional staff or where the scheduling of work requires the services of a person(s) on an intermittent basis. Temporary employees are not entitled to benefits.

**VARIABLE HOUR EMPLOYEES-** An employee hired to work in which the number of hours varies from pay period to pay period but does not exceed more than 29 hours per week on a regular basis. Variable hour employees are not entitled to benefits.

**EXEMPT EMPLOYEES-** An exempt employee is not covered by the overtime provisions of the Fair Labor Standards Act and is not eligible to receive overtime compensation in the form of time off (compensatory time) or cash.

**NON-EXEMPT EMPLOYEES-** A non-exempt employee is covered by the overtime provisions of the Fair Labor Standards Act and is eligible to receive overtime compensation in the form of time off (compensatory time) or cash.