

Community Connections, Inc.

Personnel Policy & Procedure Changes Effective April 1, 2018:

A.1.01 Definitions of Employment and Employee Classification

Current policy:

Regular Full Time: Employees who typically work 35 hours or more per week, as averaged over the payroll period 1st - 15th or 16th – 31st. This is calculated on a twice monthly basis by considering the number of work days (Mondays through Fridays) in the pay period and multiplying that by 7 hours. For the first pay period of work and last pay period of work, this calculation is based upon the number of work days through the date of hire or termination

Regular Part Time: Employees who typically work less than 35 hours per week.

New revised policy:

Regular Full Time: Employees who typically work **38** hours or more per week, as averaged over the payroll period 1st - 15th or 16th – 31st. This is calculated on a twice monthly basis by considering the number of work days (Mondays through Fridays) in the pay period and multiplying that by **7.6** hours. For the first pay period of work and last pay period of work, this calculation is based upon the number of work days through the date of hire or termination.

Regular Part Time: Employees who typically work less than **38** hours per week.

A.4.01 Personal Leave

Current policy:

Utilization

Non-exempt full-time employees will utilize their available paid leave to fulfill minimum full-time hours.

Exempt full-time employees will utilize their available paid leave to fulfill full-time hours at 8 hours per day for every Monday through Friday in a payday. Any exception to this will be considered leave without pay and must be pre-approved by the supervisor.

Full-time, in-office employees are expected to utilize paid leave at 8 hours per day unless leave without pay is approved by supervisor.

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The maximum number of leave hours used in any payroll period will not exceed the total number of working hours in that pay period, factoring out overtime worked

Revised policy:

Utilization

Non-exempt full-time employees will utilize their available paid leave to fulfill minimum full-time hours.

Exempt full-time employees will utilize their available paid leave to fulfill **an average** full-time hours at 8 hours per day for every Monday through Friday in a payday. Any exception to this will be considered leave without pay and must be pre-approved by the supervisor.

The maximum number of leave hours used in any payroll period will not exceed the total number of working hours in that pay period, factoring out overtime worked.