

CLASSIFICATION OF EMPLOYEES

Puget Sound Educational Service District (PSESD) classifies all positions as *exempt* or *non-exempt* in accordance with provisions of the Fair Labor Standards Act (FLSA). Non-exempt is defined as a position subject to the minimum wage and overtime pay requirements of the FLSA. Exempt is defined as an executive, administrative or professional position not subject to the minimum wage and overtime pay requirements of the FLSA.

Regular Employee Classification

Employees shall be identified as certificated, non-certificated/classified, or union. Employees in this classification are eligible for employee benefits. A regular employee who separates from the agency for any reason be it retirement or voluntary resignation is subject to a 26-week break in service prior to returning in a non-regular classification and is not entitled to benefits.

- **Certificated Employees:** Those employees contracted in accordance with the provisions of RCW 28A.310.250 to fill positions the duties of which the PSESD has determined requires state certification. Such employees shall possess a valid certificate.
- **Non-Certificated/Classified Employees:** - Those employees filling positions the duties of which the PSESD has determined do not require certification. Such positions shall be determined by the Superintendent or designee.
- **Union Employees** – Those employees governed by the Collective Bargaining Agreement between the Professional Support Association and Puget Sound Educational Service District.

Certificated, Non-Certificated/Classified, or Union employees may be either regular full-time or regular part-time.

Regular full-time – Employed in a regular year-round position and working 40 hours per week. Regular year-round employees working at least 32 hours per week and regular school schedule/calendar employees working at least 1440 hours per a full fiscal-year calendar are eligible for full-employer-sponsored benefits.

Regular Part-time – Employed in a regular year-round position working less than 40 hours per week or employed in any position working according to a school-schedule/calendar. Regular year-round employees working at least 18 hours per week but less than 32 hours per week and regular school-schedule/calendar employees working less than 1440 hours per a full-fiscal-year calendar are eligible for pro-rated employer-sponsored benefits.

Non-Regular Employee Classification – Employed in a non-regular (temporary) position identified as Hourly, Occasional or On Call (as defined below). Employees in this classification are ineligible for employee benefits. Non-Regular Employees have no expectation of employment beyond the duration of an assignment and the assignment may end at any time for any reason. Non-regular employees are subject to a threshold of 1200 hours in a calendar-year. Employees that reach 1200 hours within the previous 12 months will be subject to a 26-week break in service prior to returning in a non-regular classification.

Hourly employee – Employed in a non-regular position and working less than 18 hours a week or fewer than 70 hours per month. If the District wishes to employ an hourly employee beyond fifty (50) working days, there shall be an agreement between the Association and the District.

Occasional employee – Employed in a non-regular position and working up to forty (40) hours a week on an assignment that is not more than six (6) calendar months in length.

On-call employee – Employed in a non-regular position and working a periodic, irregular schedule on an on-call basis (i.e. substitute bus driver, teacher, etc.). On-call employees may, on occasion, work a regular and consistent schedule to fulfill a short-term need when a regular employee is on extended leave or for a job opening that is currently in the process of being filled.

Adopted: November 1977

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Relevant PSESD Board Governance Policies: EL 4, Treatment of Staff

Cross References: Operating Policy No. 5310

Operating Policy No. 5311

Operating Policy No. 5500

Salary Administration

Overtime/Compensatory Time

Employee Benefits