

#5.1

EMPLOYEE CLASSIFICATIONS

Pastoral, Program & Support Employees: Chapel by the Sea full-time and part-time employees shall be classified in one of the three following categories:

1. Pastoral (e.g., Pastor).
2. Program (e.g., Music Director, Parish Nurse and Office Administrator).
3. Support (e.g., Administrative Assistant, Facilities Manager and Sexton).

Full-Time Employee: an employee who works 35 or more hours per week.

Part-Time Employee: an employee who works less than 35 hours per week.

Exempt Employees: are not paid overtime for hours worked in excess of the established weekly schedule (as established by the Fair Labor Standards Act of 1938).

Non-Exempt Employees: must be paid at least minimum wage and paid overtime for hours in excess of 40 per week, or time off in lieu of overtime pay (as established by the Fair Labor Standards Act of 1938). Overtime must be approved in advance by the immediate supervisor or the Pastor.

Temporary and Contract Employee: an employee who is retained for a specific limited purpose with a specified compensation exclusive of any fringe benefits.

RESPONSIBILITY: Compliance with all Federal and State Employment Regulations and ethical human resource practices are the responsibility of the Pastor, Office Administrator, and Personnel Committee.