

## Personnel – Certified

### Employment Classifications

The New Milford Board of Education employs such persons as may be needed to conduct the business of the school district. Such employment requires the official action of the Board of Education except in extraordinary situations or when the Board authorizes otherwise.

The Superintendent and/or his/her designee(s), as agents of the Board of Education, determine the personnel needs of the school district and classify employees to provide uniformity and equity in personnel administration, compensation, and benefits, as well as to comply with federal and state law. This policy is intended to clarify the definitions of employment classifications so that an employee's employment status and benefit eligibility is understood. The classifications described below do not guarantee employment for any specified period of time. Accordingly, unless otherwise provided by contract, the right to terminate the employment relationship at will at any time is retained by both the employee and the Board.

- Exempt – Positions exempt from the overtime pay provisions of the federal Fair Labor Standards Act and applicable state law. Some examples of exempt positions include administrators, teachers, nurses and the business manager.
- Non-Exempt – Positions entitled to overtime pay as provided by the federal Fair Labor Standards Act and applicable state law. Some examples of non-exempt positions include paraprofessional, secretary, administrative assistant, custodian, maintenance worker, tutor, cafeteria worker and computer technician.

In addition to the above categories, each employee will belong to one other employment category:

- Temporary – Employees hired as interim replacements, to temporarily supplement the faculty, staff and workforce, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond an initially stated period does not in any way imply a change in employment status. Temporary employees retain their status unless and until notified of a change. Employees in this category are not normally eligible for benefits except as required by law or as otherwise provided by contract, agreement, or as approved by the Superintendent of Schools. Temporary staff may work full-time or part-time. Temporary positions include but are not limited to substitutes.
- Seasonal – Temporary employees employed on a seasonal basis who work for a period of no more than 120 calendar days in any calendar year. Seasonal employees are generally not eligible for benefits except as required by law. Seasonal employees may include but are not limited to summer personnel such as summer school teachers.

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- Regular Full-time – Employees who are not assigned to a temporary or seasonal status and who are regularly scheduled to work for 40 or more hours each week, except as otherwise provided by contract. Such employees are normally eligible for the full range of employee benefits in accordance with applicable Board policy, contract, agreement, or as approved by the Superintendent of Schools.
- Regular Part-time - Employees who are not assigned to a temporary or seasonal status and who are regularly scheduled to work less than 40 hours each week. Such employees are not normally eligible for employee benefits, except as otherwise provided by contract or agreement, or as approved by the Superintendent of Schools or as required by law.

Legal References: 29 CFR 541 *et. seq.* Fair Labor Standards Act

Connecticut General Statutes

§§31-60, 31-58 and 31-76i Wage and Hour

Regulations of Conn. Administrative Agencies §§31-60-14 through 31-60-16

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NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut