

**RIVER VALLEY COUNSELING CENTER, INC.**

**POLICY/PROCEDURE# HR20.02**

**SUBJECT: EMPLOYEE CLASSIFICATIONS**

**DATE REVIEWED/REVISED: 2/95, 9/04, 3/16, 11/18, 5/20**

**POLICY STATEMENT:**

Various policies of RVCC refer to full time, part time, temporary, per diem, school year, contract, and fee for service employees.

**POLICY PURPOSE:**

To establish the definition of the following classifications

- A. **Full Time** - Any employee approved to work 40 hours in a payroll week. Such employees will be eligible for health and dental, life insurance, and long-term disability benefits.
- B. **Part Time** - Any employee approved to work less than 40 hours in a payroll week, but more than 8 hours in a payroll week. Such employees will be eligible for health and dental and life insurance if approved for and working 20 or more hours per week, and for long-term disability if approved for and working 30 or more hours per week.
- C. **Temporary** - Any employee, regardless of the number of hours the employee is approved to work, hired to work for a specified time period at the conclusion of which the employee will be terminated. River Valley Counseling Center, Inc. management may shorten or extend the specified time period to suit the needs of the agency. Temporary employees will not be eligible for River Valley Counseling Center, Inc. benefits. (Refer to Policy P10.27.)
- D. **Per Diem** - Any employee approved to work 'as needed', with no scheduled hours, but who must meet specific requirements as set out in Policy HR20.11.
- E. **School Year** - Any employee who is employed for the period of three (3) work days before each school year begins and three (3) work days between the last day of school and June 30th. Such employees work the schedule of the school system within this time frame and will be eligible for those holidays and vacation time (i.e. time off) only on days the schools recognize within their published calendar as official no-school days. (Refer to Policy P30.01 and P30.02.) Such employees will be eligible for health and dental and life insurance if approved for and working 20 or more hours per week, and for long-term disability if approved for and working 30 or more hours per week. Only personal time and sick time will be accrued in accordance with RVCC policy. Even though school year employees work only 10 months (September through June) their benefits are pro-rated over 12 months.

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- F. **Contract Employee** – A Master’s level or above licensed or license-eligible clinical employee approved to perform services for 20 or more hours per week (13 or more billable hours per week). Such employees will be eligible for health and dental, life insurance and, if approved for 30 or more hours (19.5 or more billable hours per week), the employee will be eligible for long-term disability. On a prorated basis such employees would be compensated for jury duty and bereavement, in accordance established RVCC policy. No other RVCC benefits; e.g., sick time, vacation time, personal time, or holidays, etc. will apply. Contract employees are required to sign a document defining the parameters of their employment and compensation with RVCC on or before the start date in their position. They are also required to sign a document on an annual basis if required by RVCC.
  
- G. **Fee-For Service** – A Master’s level or above licensed or license-eligible clinical employee approved to perform services for 19 or less hours per week (12.35 or less billable hours per week). Such employees will not be eligible for RVCC benefits. Fee for Service employees are required to sign a document defining the parameters of their employment and compensation with RVCC on or before the start date in their position.

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