

## Organizational Policies and Procedures



### ***General Employment Statement***

**Status:** Current  
**Created:** March 2002  
**Reviewed/Revised:** January 2007

Southeastern Libraries Cooperating (SELCO) may hire employees to assist with the work of the organization. All policies and procedures regarding employees will comply with state and federal law. SELCO will pay required taxes within the deadlines set by state and federal regulations.

The personnel policies approved by the SELCO Board of Directors are designed as a uniform, comprehensive and equitable system for personnel management, while recognizing the need for flexibility with a small staff.

SELCO is an at-will employer. Employees may resign their employment at any time and for any reason or for no reason. SELCO reserves the right to dissolve the employment relationship under the same conditions.

The following personnel policies are not to be considered an employment contract or guarantee of employment. They are intended solely to give eligible employees a short description of the working conditions established by the SELCO Board of Directors and SELCO management. Employees may not rely upon this document to determine employment rights. Personnel policies are applied at the discretion of management. The SELCO Board of Directors may add, withdraw, apply or amend any item at any time within the limitations of applicable state or federal law.

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### ***Employee Acceptance of General Employment Statement***

I have received and reviewed the personal policies approved by the SELCO Board of Directors. The Board of Directors may add, withdraw, apply or amend these personnel policies at any time within the limitations of applicable state or federal law. I understand the conditions therein and accept the responsibilities of being a SELCO employee.

I understand that SELCO is an at-will employer and that these policies do not constitute an employment contract. Employees may resign their employment at any time and for any reason or for no reason. SELCO reserves the right to dissolve the employment relationship under the same conditions.

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NAME

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DATE

## Organizational Policies and Procedures

### A. Definitions

Written statements containing job objectives, supervisory responsibility, job responsibility and duties, job standards, and physical requirements will be maintained for each position. The job descriptions also include information about special skills, training, education, knowledge and ability. Descriptions will be reviewed at regular intervals and as part of the annual performance review.

The Fair Labor Standards Act (FLSA) classifies all positions as exempt or non-exempt. Exempt employees are those employed in executive, administrative or professional capacity and are not eligible for overtime and whose compensation will be equal, semi-monthly salary payments. Non-exempt employees are paid by the hour for the hours worked and are eligible for overtime.

All employees are assigned a full-time equivalent (FTE) ratio. The FTE is calculated by dividing the number of hours worked by the annual base hours of 2080. The FTE will be used for salary and benefit calculations. Both exempt and non-exempt are classified as listed below.

### B. Regular Full-Time Employee

An employee working 40-hours per week or 1.0 FTE, hired for a service duration in excess of six months, having successfully completed the trial work period and fully eligible for all SELCO fringe benefits. Overtime for non-exempt employees will be paid for hours worked in excess of 40 per week at the rate of 1.5 times the employee's regular wage.

### C. Regular Part-Time Employee

An employee working less than 40 hours per week, hired for a service duration in excess of six months and having successfully completed the trial work period. Benefits will be pro-rated based on the number of hours worked per week.

To be eligible to participate in SELCO's flexible spending plan, the regular part-time employee must be scheduled to work a minimum of 16 hours per week or 0.4 FTE. To be eligible for SELCO disability and term life insurance coverage, the regular part-time employee must be scheduled to work a minimum of 30 hours per week or 0.75 FTE.

### D. Temporary Full-Time

An employee working 40 hours per week or 1.0 FTE hired for a service duration of less than six months or the duration of a specific project. Temporary employees are not eligible for SELCO fringe benefits except those mandated by state or federal law.

### E. Temporary Part-Time

An employee working less than 40 hours per week, hired for a service duration of less than six months or the duration of a specific project. Temporary employees are not eligible for SELCO fringe benefits except those mandated by state or federal law.