

Sylvan Heights Science Charter School

Policy Number: 304

Policy Title: Employment Status

Approved: September 21, 2020

Authority:

Each employee hired by Sylvan Heights Science Charter School (School) shall be designated as either non-exempt or exempt from federal and state wage and hour laws based upon their job duties and responsibilities. An employee's exempt or non-exempt classification may be changed only upon written notification by the School's Principal/CAO or designee as determined by the responsibilities performed by the employee.

All School employees are expected to meet certain expectations of professionalism and conduct, as outlined in their offer letters and the personnel handbook, when hired by the School. The Board of Trustees (Board) establishes a probationary period, of 90-days, to serve to evaluate the employee against the standards of professional conduct and behavior that the School demands of all its employees. During that period, regular performance observations and evaluation conferences will be conducted

Delegation of Responsibility:

Definitions:

Non-Exempt, for purposes of this policy, shall be defined as an employee that is not exempt from provisions regarding overtime compensation and/or minimum wage in the Fair Labor Standards Act (FLSA) and Pennsylvania Minimum Wage Act.

Exempt, for purposes of this policy, shall be defined as an employee that is exempt from provisions regarding overtime compensation and/or minimum wage in the Fair Labor Standards Act (FLSA) and Pennsylvania Minimum Wage Act.

All positions within the School shall be classified into three classification:

- **Administrative:** includes all managerial employees;
- **Professional:** includes, but is not limited to, teachers, counselors, nurse, psychologist, therapists, specialist teachers, etc.; and
- **Support:** includes, but is not limited to, administrative assistants, teacher support assistants, classroom aides, secretaries, office clerks, etc.

Non-Exempt employees are specifically prohibited from working in excess of forty (40) hours per week, without prior authorization from the Principal/CAO or designee. When such permission is expressly granted, the non-exempt employee shall be paid overtime at time and a

half (1½) the hourly rate for all hours worked beyond forty (40) in a week.

The Principal/CAO or designee shall have the authority to classify employees as exempt or non-exempt, consistent with applicable laws, and administrative, professional, and support consistent with the above requirements. When classifying an employee, the Principal/CAO or designee shall ensure the employee's job description contains the correct classification.

The Principal/CAO shall develop administrative regulations implementing this policy and outlining the probationary period and reasons an employee may be terminated during the probationary period. Unsatisfactory performance or attendance may be ground for immediate termination at any time with or without notice. Employees who leave the School's employment and then return will be required to serve an initial probationary period upon their rehire.

Legal:

24 P.S. §17-1716-A

29 USCS § 201 *et. seq.*

43 P.S. § 333.102 *et. seq.*