

PERSONNEL

GENERAL PERSONNEL – ROE Employment and Work Time Definitions

The Regional Office of Education acknowledges and accepts that an employee(s) work different schedules or times during the week, month, or year. That work time is defined in a contract approved by the Regional Superintendent and must fit the definitions below.

Employment and Work Time Definitions

1. Full Time Employee: A full time employee is an individual who is employed for at least six (6) consecutive months or more and works thirty (30) or more hours per week (consecutive weeks) during that six (6) months. A full time employee is eligible for full benefits (health insurance, life insurance, dental insurance [if applicable], vacation leave [if applicable], sick leave, personal leave, and professional leave.
2. Part-Time Employee: A part-time employee is an individual who works less than thirty (30) hours per week even though his/her contract may be for six (6) months or more. A part-time employee does not receive benefits.
3. Temporary Employee: A temporary employee is an individual who is hired with/without a specific beginning and ending date, may or may not work thirty (30) hours per week, may or may not work on an as needed basis, or may or may not be guaranteed to work at least thirty (30) hours consecutively every week for a minimum of six (6) months. Outside consultants or other professionals/non-professionals employed to provide a specific service to the Regional Office of Education are considered temporary employees. A temporary employee does not receive benefits.
4. Work/Contract Time: Regular work or contract time is hourly or contracted time an employee works as defined in a contract signed by the Regional Superintendent. This time may be full or part time and is usually for a fiscal, calendar or contract year.
5. “Flex” Time: Flex time is permitting an employee to be “flexible” with his/her work schedule within the work day or week, yet that employee will work the same hours for that day or week and not incur any overtime. Starting, ending or lunch time hours may be “flexed” within a day to adapt to this time schedule. The Regional Superintendent or Department Head must approve “flex” time before and employee uses it.

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6. Compensatory “Comp” Time: “Comp” time is permitting an employee to work hours beyond the day(s) or week and compensating that employee with “off” time at a date(s) in the future for those extra hours worked. “Comp” time is not recommended as regular method of work time unless approved in advance by the Regional Superintendent of Department Head.

Approved: 07/01/01