

### **Important information on job classifications**

The City of Reynoldsburg has various job classifications. To assist in what type of position you are applying for we have offered the following definitions:

Classified Service: an employee included in the Classified Civil Service of the City of Reynoldsburg as defined by City Charter.

Collective Bargaining: employees who work in a group that have written agreement(s) that entered into between the City and an exclusive representative of employees of the City pursuant to ORC Section 4117.

Employee, Half-Time: part-time employee who regularly works 20 hours per week who will receive sick time of 2.31 hours per pay, vacation at 1.54 hours per pay, and holiday pay at 4 hours per holiday.

Employee, Full-Time: an employee whose employment is expected to continue for longer than one year and who normally works a standard workweek of a minimum of 37.5

Employee, Three-quarter time: part-time employee who regularly works 30 hours per week who will receive sick time of 3.47 hours per pay, vacation at 2.31 hours per pay, and holiday pay at 6 hours per holiday.

Exempt Employee: salaried employee determined to be exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act, and who therefore does not have to legally be paid the statutory minimum wage and/or be compensated, at premium rates, for additional hours worked in the workweek.

Employee, Occasional: an employee who works on an irregular schedule which is determined by the fluctuating demands of the work and is generally not predictable.

Employee, Seasonal: An individual hired primarily to perform services which because of climatic conditions or because of the seasonal nature of such service, it is customary to operate only during regularly periods of forty weeks or less in any consecutive fifty-two weeks.

Unclassified Service: those positions set forth in Section 7.03 of the City Charter as applied to the Civil Service of the City of Reynoldsburg. Positions in the unclassified service shall be exempt from all examinations.

Non-Exempt Employee: an employee who is entitled to be paid the federal minimum wage and to be paid at the rate of one and one-half (1 1/2) times the employee's regular rate of pay for all hours worked in excess of 40 in the established workweek or other standard work period established in accordance with the FLSA.