

POSITION DEFINITIONS

Employee - Performs services for the Coalition; the Coalition controls how and what duties the employee will perform.

- Exempt An employee with no scheduled or anticipated end date and is regularly scheduled to work a minimum of 40 hours each week. Salaried employee paid on a salary basis for all hours worked and is exempt from overtime compensation requirements. Eligible for benefits

- Non-Exempt An employee with no scheduled or anticipated end date is regularly scheduled to work up to 40 hours each week. Hourly employees are eligible to receive overtime compensation for all hours worked in excess of 40 each week. Eligible for benefits

- Part-time Employee that works twenty (20) hours or less per week. Not eligible for benefits.

- Temporary An employee who has a scheduled and anticipated end date and may be regularly scheduled to work up to 40 hours. Temporary employees may or may not be eligible for paid leave benefits depending upon the specific position held.

AmeriCorps - A network of local, state, and national service programs that connects over 70,000 Americans each year in intensive service to meet community needs. Members serve in full or part-time positions over a 10 – 12 month period.

Fellow - A person appointed to a position granting a stipend and allowing for advance study or research.

Consultant - Offer advice or propose solutions to problems; will not direct, carry out, or implement solutions or changes. The Coalition cannot control the result or the way it is performed. A consultant requires little or no guidance.

Intern - 1) College student that is at the Coalition to receive practical work experience as part of a formal educational program leading to a degree. 2) Individual that is at the Coalition to provide services for a specific project.

Signature of person completing this form

Print Name

Human Resources Use Only

Date form received by HR _____ **HR Signature** _____

Date form submitted to Grants Department _____

Where was position posted? _____

Notes _____
