

<p style="text-align: center;">Hawkeye Area Community Action Program, Inc.</p>	<p style="text-align: center;">Policy # 225</p>
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<p>APPROVED BY: HACAP Board of Directors</p>	<p style="text-align: center;">Effective: April 2, 1983</p> <p style="text-align: center;">Revised: May 25, 2023</p>

Policy Statement

Hawkeye Area Community Action Program, Inc. distributes all legally mandated benefits and is in compliance with the Fair Labor Standards Act. All employees fall into one of the following categories: probationary, full time, part-time, intermittent, and temporary. Positions are considered to exempt or non-exempt as determined by the Fair Labor Standards Act exemption test.

Standard Operating Procedure

Probationary Status – All new employees shall be considered probationary for one hundred eighty (180) calendar days during which time said employees may be discharged at the discretion of the Employer. Probationary discharges shall not be subject to the grievance and arbitration procedure.

A new Head Start employee may not be removed from probation or attain full status until he/she has been satisfactorily employed in the position, criminal and child abuse records checks have been completed (45 CFR 1301.31(b)), and the Head Start Policy Council has approved the hiring (45 CFR 1304.5(x)). If these record checks are not completed within 180 days, the employee shall be considered to have not completed probation and shall be terminated.

An employee promoted to a new position, shall be considered to be on “promotional” probation until they have successfully completed 180 calendar days in their new position. Benefits granted the employee before the promotion will be retained during “promotional” probation status if the employee is moving to a Full Time/Full Status or Part Time/Full Status position.

Full Time/Full Status - Employees are considered full-time/full status if they are regularly scheduled to work 40 hours per week year round and have successfully completed their probationary period. Full-time employees are eligible to participate in HACAP’s benefit programs as long as all specific program requirements are met.

Part Time/Full Status – Employees are considered regular part-time if they are scheduled to work at least 30 hours per week for a minimum of 33-weeks/contract year but do not meet full-time requirements and have successfully completed their probationary period. Part-time/Full Status employees are eligible to participate in HACAP’s benefit programs on a prorated basis.

Part Time/Limited Status – Employees are considered part time/ limited status if they are scheduled to work less than 30 hours per week for a minimum of 33 weeks/contract year in a continuing, regularly scheduled position on an ongoing basis. Limited status employees receive all legally mandated benefits but are ineligible for all of HACAP’s other benefit programs.

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Intermittent Status – Intermittent status is given to an employee hired to substitute for a full or part-time employee on a day-to-day, as needed basis, or to perform a specific task on a non-routine basis or for a limited duration. Intermittent status employees receive all legally mandated benefits but are ineligible for all of HACAP’s other benefit programs.

Temporary Status – Temporary status employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Temporary employees receive all legally mandated benefits but are ineligible for all of HACAP’s other benefit programs.

Exempt – Exempt employees are individuals who are paid for the results they are expected to accomplish regardless of the number of hours they work. The work the employee is paid to accomplish must satisfy one of the four standard exemptions from the overtime and minimum wage provisions of the Fair Labor Standards Act (FLSA).

Non-exempt – Non-exempt employees are employees whose work is not exempt from overtime or minimum wage provisions of the Fair Labor Standards Act.

Change In Status

A Personnel Action will document any changes in an employee’s status. A copy of the Personnel Action will be placed in the employee file.

Process Manager

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.