

EMPLOYEE CLASSIFICATIONS AND BENEFIT ELIGIBILITY

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The Potomac Conference employs staff members in the following categories:

Non-Exempt (Hourly) Employees

Temporary – Full or part time

Individuals who work on a non-continuous assignment of up to five (5) months.

BENEFITS: Hourly rate or designated scholarship
Reimbursement of authorized expenses
No service credit
No other benefits

Part Time

Individuals who have completed the entry employment period and who are regularly scheduled less than 38 hours per week.

BENEFITS: Hourly rate
Pro-rated holidays and vacations
Service credit towards retirement (per policy)
Reimbursement of authorized expenses

Full Time

Individuals who have completed the entry employment period and who are regularly scheduled at least 38 hours per week.

BENEFITS: Hourly rate
Benefits per policies

Exempt (Salaried) Employees

Temporary – Full or part time

Individuals who work on a non-continuous assignment of up to five (5) months.

BENEFITS: Stipulated salary or designed scholarship
Reimbursement of authorized expenses
No service credit
No other benefits

Part Time

Individuals who have completed the entry employment period and who earn less than full remuneration for the classification and wage scale level for the position on a salaried basis.

BENEFITS: Stipulated salary
Pro-rated holidays and vacations
Service credit towards retirement (per policy)
Reimbursement of authorized expenses and specified travel budget

Full Time

Individuals who have completed the entry employment period and who earn full remuneration according to the employee classification and wage scale level.

BENEFITS: Salary
Tuition Assistance available to employees at
102% remuneration level. **EXCEPTION:** ABC

Local Church and School Employees

Individuals who work at church or school sites full or part time and are paid through the Potomac Conference.

BENEFITS: Salary or Hourly Rate
Benefits as determined by the local entity
Service Credit toward retirement (per policy)