

## EMPLOYMENT APPLICATIONS

### Scope:

The district relies upon the accuracy of information contained in the employment/volunteer application packet, as well as the accuracy of other data presented throughout the hiring process, membership process, and employment. Any misrepresentation, falsifications, or material omissions of any information or data may result in the district exclusion of the individual from further consideration for membership or employment.

### False Statements:

Any member that is found to have falsified their application for employment or membership will be subject to disciplinary action including termination.

### Reference Checks:

- A. To ensure that all individuals who are seeking employment or membership with the district are well qualified and have a strong potential to be productive and successful, it is the policy of the district to check the employment references, personal, and criminal background references for all applicants.
- B. The Executive Staff will respond in writing to those reference check inquires that are submitted in writing.
- C. Responses to such inquires will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

### Employment Categories:

- A. Each employee is either NON-EXEMPT or EXEMPT from federal and state wage and hour laws.
- B. NON-EXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws.
- C. EXEMPT employees are excluded from specific provisions of the federal and state wage and hour laws.
- D. The Board of Trustees may change an employee's EXEMPT or NON-EXEMPT classification only upon written notification.
- E. In addition to the above categories, each member will belong to one other employment category:
  - 1. Regular Full-time: are those who are not in a temporary status but may be in their probationary status and who are regularly

scheduled to work the district's full-time schedule of at least 2,080 hours per year. Generally, they are eligible for district benefit packages, subject to the terms, conditions, and limitations of each benefit program.

2. Part-time: are those who are on a temporary status but may be in their probationary status and work less than 1,040 hours per year. An employee in this class is not entitled to any benefit package offered.
3. Volunteer: is a person who donates their time and effort at will to assist their fellow citizens in need. Volunteers are not scheduled for any type of work schedule. They are not eligible for district benefit packages unless otherwise specified by this Policy and Guidelines Manual.