

Wood County Board of Developmental Disabilities

POLICY

Policy #: 01-ALL-ALL-0006 Subject: Personnel Related Actions  
Effective Date: 11-02-87 Last Revision: 09-01-09  
Person Responsible: Human Resources Coordinator  
Approvals/Date: Brent Ben 12/11/17 [Signature] 12/11/17  
Superintendent, WCBDD Date Board President, WCBDD Date

The following definitions will apply:  
**Full Time Employees** - Employees who are employed on a permanent schedule of usually 40 hours per week but Board standard accepted minimum of at least 55 scheduled hours bi-weekly per year.  
**Part Time Employees** - Employees who are employed on a schedule of less than 55 hours bi-weekly per year.  
**Part Time Seasonal** - Any employee whose number of days of employment is governed by the Board approved and adopted annual school calendar.  
**Temporary** - An employee who is hired for an approved and specified period of time.  
**Permanent** - An employee who is hired on a continuous basis of employment.  
**Intermittent** - An employee who is hired for an irregular schedule which is determined by the fluctuating demands of the work and is not predictable and is generally characterized as requiring less than 1000 hours of work per year. (On-call, substitute)  
**Contract** - May be Professional or Para-Professional. Contracted employees are paid according to a specified rate and/or specified number of hours for a specific service.  
**Professional** - An individual offering a specialized area of service.  
**Para-Professional** - An individual hired to provide a service function under the structure of the Board.  
**Exempt** - The Wage and Hour Regulations interpret individuals employed for a specified number of hours of work but due to the nature of their position, are not eligible to receive overtime.  
**Non-Exempt** - The Wage and Hour Regulations interpret any individual not in the Category of "exempt" status as "non-exempt". Employees must be accountable for the number of hours worked and are eligible for payment at a rate of one and one half their hourly rate for hours worked over a recognized standard work week of 40 hours.  
It shall be the policy of the Wood County Board of Developmental Disabilities to establish a system for any and all personnel related actions.

References: Ohio Revised Code – Chapter 123

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