



EXPLANATION AND NOTIFICATION OF EMPLOYMENT CATEGORY

City of Pittsburg employment positions are based on eight employment categories:

1. **Exempt** – full-time position, but receive no overtime/compensatory time (comp time) benefits. All full-time employee benefits apply.
2. **Non-Exempt Full-Time** – receive overtime pay/comp time equal to 1 ½ times regular rate of pay for worked hours over 40 hours in a work week. Overtime/comp time varies by department. All full-time benefits apply.
3. **Full-Time Fire** – receive overtime pay equal to 1 ½ times regular rate of pay for worked hours over 106 hours in a pay period. Fire department employees do not receive comp time. All full-time benefits apply.
4. **Regular Part-Time** – receive overtime pay/comp time equal to 1 ½ times regular rate of pay for worked hours over 40 hours in a work week. Overtime/comp time varies by department. KPERs benefits may apply depending on hours worked.
5. **Temporary Full-Time and/or Temporary Part-Time (Seasonal)** – length of employment is no more than 120 calendar days. Employees receive overtime pay/comp time equal to 1 ½ times regular rate of pay for worked hours over 40 hours in a work week. Overtime/comp time varies by department. If employment is longer than 120 calendar days, status will be changed.
6. **Temporary Aquatic Center** – Non-exempt employees, but are exempt from overtime due to the recreational establishment exemption under Section 13(a)(3) of the Fair Labor Standards Act.
7. **Non-classified employees** – professional employment based on special work agreement with work hours and compensation agreed to in advance. Employees work at a set salary and are eligible for health insurance, life insurance and pension benefits. Not subject to overtime pay or comp time. City Manager approval for this classification is required.
8. **Contract Employees** – Based on a specific short-term job assignments. Hours worked, schedule, and location may vary. Contract employees are paid per assignment fee agreed to in advance and are not paid on an hourly basis. Contract employees are not subject to overtime pay, comp time or any other employee benefits.

Upon employment, employees will be asked to sign this form as an acknowledgement and acceptance of the terms of employment under which he or she is hired. There is no implied promise or guarantee that a part-time, temporary/seasonal full-time or part-time,

non-classified or contract employment position will lead to a regular full-time employment position.

As all employees are hired conditionally at the discretion of the City of Pittsburg, these employment categories or anything contained in this description, policy or procedure does not guarantee employment for any specified length of time for any employee. Rather, employment is at the mutual consent of the employee and the City of Pittsburg, and can be terminated at will by the employee or the City of Pittsburg at any time.

I have read the foregoing explanation of the employment categories for the City of Pittsburg. I understand and agree that I have been hired in a position with an employment category of:

- | | |
|--|---|
| <input type="checkbox"/> Exempt Full-Time | <input type="checkbox"/> Non-Exempt Full-Time |
| <input type="checkbox"/> Full-Time Fire | <input type="checkbox"/> Regular Part-Time |
| <input type="checkbox"/> Temporary/Seasonal Full/Part Time | <input type="checkbox"/> Temporary Aquatic Center |
| <input type="checkbox"/> Non-classified | <input type="checkbox"/> Contract |

I further understand that my employment is a mutual consent between me and the City of Pittsburg and can be terminated and/or changed at will, without prior notice by me or the City of Pittsburg at any time.

Employee Signature

Date

Employee Name (please print)