



# TACOMA HOUSING AUTHORITY

<b>Policy No.</b>	HR-25.15
<b>Policy</b>	Job Descriptions and Employment Status
<b>Date</b>	July 28, 2009

## 1. Purpose

- ▶ to define the various status types of job positions as regular, full time, part time, probationary, sunset, or temporary;
- ▶ to provide for the adoption and review of job titles and job descriptions.

## ▶ 2. Sources for Policy

- ▶ Collective Bargaining Agreements
- ▶ Washington State Minimum Wage Act, Chap. 49.46 RCW
- ▶ Fair Labor Standards Act of 1938, 29 U.S.C. § 201 *et seq*

## 3. Scope of Policy

This policy applies to all job titles.

## 4. Who is Responsible for Implementing Policy

Who	Responsibility
<i>Human Resources Dept</i>	<ul style="list-style-type: none"> <li>▶ to ensure that job descriptions are reasonably current;</li> <li>▶ to identify job titles governed by federal and state wage and hours laws and ensure that these designations remain current as job responsibilities change.</li> </ul>

## 5. Definitions

[No entry.]

## 6. Forms Associated with this Policy

<i>THA Form HR-25.15(1)</i>	<i>Job Description Template</i>
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## 7. Policy

### 7.1 Types of Job Status

THA shall have the following types of job status with the indicated characteristics:

<i>Probationary Employee</i>	An employee who has not completed probation pursuant to <i>THA Policy HR-01.15 Probation for Newly Hired or Transferred Staff</i>
<i>Regular Employee</i>	An employee who has successfully completed probation. Regular employees do not include temporary employees.

<i>Regular Sunset Employee</i>	An employee who is considered regular, but whose position has an expressly defined termination date.
<i>Full Time Employee</i>	An employee whose normal work schedule is 40 hours per week.
<i>Part-Time Employee</i>	An employee whose normal work schedule is less than full time.
<i>Temporary Employee</i>	An employee, either full or part-time, hired or assigned to work for a duration that is limited by time or limited to a specified task or project.

## **7.2 Job Descriptions and Review of Job Descriptions**

THA shall have a written and reasonably current job description for every job title of regular employee.

The duties of any position are not limited to those set forth in the job description. The job descriptions do not constitute an employment contract between the employee and THA. THA may change job duties as necessary. THA expects all staff to be available to work in any related capacity as required. In addition, the limited size of THA's operations may require staff to fulfill duties from more than one job description for limited periods of time.

## **7.3 FLSA Status**

The Human Resource Department is responsible for ensuring that all positions are properly classified as exempt or non-exempt from the wage and hours requirements of the Federal Labor Standards Act and the Washington Minimum Wage Act.