

Policy # 8.22

POLICY TITLE:	JOB AND PAY CLASSIFICATION	POLICY # 8.22	REVIEW DATES	
Topic Area:	HUMAN RESOURCES	ISSUED BY: Chief Executive Officer APPROVED BY: Board of Directors		
Applies to:	LRE Employees			
Developed and Maintained by:	LRE CEO, LRE HR Coordinator			
Supersedes:	N/A	Effective Date: April 19, 2018	Revised Date:	

I. PURPOSE

To state the different types and statuses that an employee or individual may acquire once they are hired by the LRE and to explain their pay. This is rendered important for the administration of benefits and the application of LRE policies.

II. POLICY

It is the intent of Lakeshore Regional Entity (LRE) to clarify the definitions of job and pay classifications so that employees understand their pay, employment status, and benefits eligibility. These definitions and classifications do not guarantee employment for any specified period of time. The right to terminate the employment relationship at will at any time is retained by both the employee and Lakeshore Regional Entity.

The LRE observes any legal guidelines that apply to the pay and classification of employees. Its own categories will be formulated in a manner that does not contradict any rule mandated by law and the benefits will be administered accordingly.

III. APPLICABILITY AND RESPONSIBILITY

All staff members, and if applicable volunteers, interns and students of LRE.

IV. MONITORING AND REVIEW

The LRE shall review at least annually, and as necessary, to maintain an adequate and acceptable standard of compliance and oversight as a Prepaid Inpatient Health Plan.

V. DEFINITIONS

VI. REFERENCES AND SUPPORTING DOCUMENTS

- Fair Labor Standards Act (FLSA)

VII. RELATED POLICIES AND PROCEDURES

- Job and Pay Classification Procedure

VIII. CHANGE LOG

Date of Change	Description of Change	Responsible Party
		CEO and Designees

