



YES FOR EARLY SUCCESS COOPERATIVE

Job Classification & FLSA Status Policy

POLICY NUMBER: YES-001

EFFECTIVE DATE: JANUARY 1, 2025

PREPARED BY: MARY CURRY/CEO

1. PURPOSE

This policy document outlines the job classifications and Fair Labor Standards Act (FLSA) status for all employees of YES For Early Success Cooperative. It ensures compliance with federal and state labor laws, aligns with performance-based grant funding requirements, and provides clarity on employee compensation, time tracking, and overtime eligibility.

2. JOB CLASSIFICATION OVERVIEW

Employees at YES For Early Success Cooperative are classified as either Exempt (salaried) or Non-Exempt (hourly) based on job responsibilities and funding sources.

A. Exempt Positions (C-Suite Only)

Exempt employees are paid a fixed salary and are not eligible for overtime pay. These roles require high-level decision-making authority and meet FLSA salary and duties requirements.

Job Title	FLSA Status	Funding Source	Salary Requirement
Chief Executive Officer (CEO)	Exempt	State Performance-Based Grant	Meets WA State Exempt Threshold
Chief Financial Officer (CFO)	Exempt	State Performance-Based Grant	Meets WA State Exempt Threshold
Chief Operating Officer (COO)	Exempt	State Performance-Based Grant	Meets WA State Exempt Threshold

B. Non-Exempt Positions (Hourly Employees)

Non-exempt employees are paid on an hourly basis, must track their work hours, and are eligible for overtime pay for hours worked beyond 40 per week.

Regional Directors

Job Title	FLSA Status	Funding Source	Pay Type
Regional Director 1 (Western WA)	Non-Exempt	ECEAP Grant	Hourly
Regional Director 2 (Eastern WA)	Non-Exempt	ECEAP Grant	Hourly
Regional Director 3	Non-Exempt	ECEAP Grant	Hourly
Regional Director 4	Non-Exempt	ECEAP Grant	Hourly
Regional Director 5	Non-Exempt	ECEAP Grant	Hourly



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Family Support & Education Staff

Job Title	FLSA Status	Funding Source	Pay Type
Family Support Manager	Non-Exempt	ECEAP Grant	Hourly
Family Support Specialists	Non-Exempt	ECEAP Grant	Hourly
Early Achievers Coach	Non-Exempt	ECEAP Grant	Hourly
ECEAP Lead Teachers	Non-Exempt	ECEAP Grant	Hourly
Substitute Teacher/Support Staff	Non-Exempt	ECEAP Grant	Hourly

Administrative & Compliance Support

Job Title	FLSA Status	Funding Source	Pay Type
ELMS Administrator/System Analyst	Non-Exempt	ECEAP Grant	Hourly
HR Coordinator	Non-Exempt	ECEAP Grant	Hourly
Office Coordinator	Non-Exempt	ECEAP Grant	Hourly
Bookkeeper	Non-Exempt	ECEAP Grant	Hourly
Program Manager	Non-Exempt	ECEAP Grant	Hourly
Program Assistant	Non-Exempt	ECEAP Grant	Hourly
File Clerk	Non-Exempt	ECEAP Grant	Hourly

Nutrition Specialist

Job Title	FLSA Status	Funding Source	Pay Type
Nutrition Specialist	Non-Exempt	Parachute Food Program/USDA	Hourly

3. COMPLIANCE WITH PERFORMANCE-BASED GRANT FUNDING

YES For Early Success Cooperative adheres to performance-based grant guidelines and state labor laws, ensuring compliance in the following ways:

A. Time Tracking Requirements

- All non-exempt employees must accurately track their hours using Clockify for payroll and compliance.
- Overtime (hours exceeding 40 per week) must be pre-approved by the COO and CFO.

B. Compensation & Budgeting

- Salaries and hourly wages align with state reimbursement rates and ECEAP funding policies.
- Any pay increases or adjustments must be approved by the CFO and Board of Directors.

C. Performance Expectations for Grant Compliance

- Employees must meet ECEAP monthly deliverables and performance benchmarks.
- Failure to meet performance-based requirements may result in Performance Improvement Plans (PIPs) or reallocation of grant funds.



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4. OVERTIME & LEAVE POLICIES

A. Overtime Pay for Non-Exempt Employees

- Non-exempt employees are eligible for 1.5 times their hourly rate for any hours worked beyond 40 per week.
- Employees must request and receive written approval from their supervisor before working overtime.

B. Paid Time Off (PTO) & Leave Requests

- All PTO requests must be submitted at least 48 hours in advance, except in emergencies.
- Employees must designate a backup/substitute when requesting time off to ensure uninterrupted services.

5. POLICY ACKNOWLEDGMENT & ENFORCEMENT

All employees must acknowledge and adhere to the job classification and FLSA policies outlined in this document. Non-compliance with time tracking, grant deliverables, or performance expectations may result in corrective action, including warnings, PIPs, or termination if necessary.

Acknowledgment Statement

I, _____, acknowledge that I have received, read, and understand the Job Classification & FLSA Status Policy (Policy Number: YES-001) for YES For Early Success Cooperative. I agree to abide by the policies outlined and understand the expectations for my role.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____