



Effective Date: July 1, 2011

Retired:

Revised:

Approved by: WAYNE J. RILEY, M.D., MPH, MBA, PRESIDENT AND CEO

Subject: Human Resources - Employment Status Classifications

PURPOSE: To define various classifications of employment status and associated benefit eligibility.

POLICY: It is the policy of the Company to classify employees as full-time, part-time, or temporary and as exempt or nonexempt for the purposes of benefit and compensation administration. In addition, the Company may supplement the regular workforce, as needed, with other forms of flexible staffing.

DEFINITIONS:

The Human Resources Department is responsible for classifying employees. Employees generally may be categorized as follows:

A **full-time employee** is an individual who works a 32 or more hour workweek and is hired for an indefinite period. These individuals accrue continuous service credit and are eligible to participate in all benefit programs. A full-time employee may be classified as either exempt or nonexempt.

A **part-time employee** is an individual who works less than 32 hours per week and may be hired for an indefinite period. A part-time employee may be classified as either exempt or nonexempt. These individuals do not accumulate continuous service credit and are not eligible for overtime. These individuals may accrue sick and annual leave and other benefits on a pro-rated basis. A temporary employee generally is an individual who is hired either part-time or full-time for a specified, limited period not to exceed **1000 hours in a 12 month period**.

A **temporary employee** may be classified as either exempt or nonexempt. These individuals do not accumulate continuous service credit, sick or annual leave and are not eligible for other benefit programs.

A **nonexempt employee** generally is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act ("FLSA") and typically is paid on an hourly basis.



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An exempt employee is exempt from the provisions of the Fair Labor Standards Act (FLSA) and is not entitled to overtime payment requirements for work over 40 hours in a work week. Exempt employees typically are paid on a salary basis.