**Employment Classifications**

The Company has established the following Employee Classifications for compensation and benefit purposes only. An employee’s supervisor or manager will inform the employee of their classification, status, and responsibilities at the time of hire, re­hire, promotion or at any time a change in status occurs. These classifications do not alter the employment at-will status.

* Regular Full-Time Employee: An employee who is scheduled to work no less than 100% of the scheduled work hours in a work week on a fixed work schedule (not less than 40 hours). The employee may be exempt or non-exempt and is eligible for all employment benefits offered by the Company.
* Regular Part-Time Employee: An employee who is scheduled to work less than 40 hours in a workweek.
* Temporary Employee: An employee who is scheduled to work on a specific need of the Company. The employee will not receive any benefits unless specifically authorized in writing.
* Exempt: Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are exempt from overtime pay requirements. The basic premise of exempt status is that the exempt employee is to work the hours required to meet his/her work responsibilities.
* Non-Exempt: Employees whose positions do not meet FLSA and state exemption tests and who are paid a multiple of their regular rate of pay for overtime hours worked. Unless notified otherwise in writing by Management, all employees of the Company are non­-exempt.