



## **Worker Classifications**

[Employer] respects the value each worker brings to the team. Our workers make us better because of their remarkable attributes, skills and experiences.

### **[Employer] Worker Classifications**

It is important that our employees understand how other workplace participants contribute to [Employer]. For that reason, [Employer] has listed and provided a limited definition regarding all participants in our workplace.

There are some points we would like you to remember when reviewing these classifications:

All participants to our workplace contribute differently. We have different job duties, skills, experiences, and even the amount of time we spend at [Employer] is different.

Despite our differences, our workplace will provide equal opportunity to each employee, no matter his or her classification.

[Please know that participants not employed by [Employer] contribute to our success including [temporary employees, leased employees, vendors, independent contractors and agents e.g..]

Today's workplace is dynamic. [Employer] must address changes and circumstances to keep us competitive and operating properly. Therefore, [Employer] reserves the right to change this [employee handbook, handbook, manual, policy manual, guideline e.g.], including the employee classifications listed below, as it sees fit and without notice.

Please also note that none of the classifications alter or diminish the at-will relationship [Employer] has with its employees.

### **Classifications**

There are [one, two, three, four, six, eight e.g.] employee classifications at [Employer]. One employee may have more than one classification.

[Unless notified [in writing], you should assume that your classification is [full time, non-exempt e.g..]

The classifications are:

[Full-Time Employees—full-time employees work a minimum of [40, 35, 30 e.g.] hours a week. Full-time employees report to a [manager, supervisor e.g.].]

[Part-Time Employees—part-time employees work no more than [35, 30, 25, 20 e.g.] hours per week. Part-time employees report to a [manager, supervisor e.g.].]

[Seasonal Employees—seasonal employees work no more than [30, 60, 90, 120 e.g.] days a year. Seasonal employees report to a [manager, supervisor e.g.].]

[Project Employees—project employees work according to the requirements of and time required to perform a project. Project employees report to the [manager, supervisor e.g.] of the project.]

[Contract Employees—contract employees work according to the requirements of a written agreement between [Employer] and the contract employee(s) or the contract employee's employer. Contract employees report to the [the manager of the project or their employer].]

[Temporary Employees—temporary employees are third party participants to our workplace that perform a job duty or occupy a position for a limited period of time. Temporary employees work with a [manager, supervisor], but are the employees of a [temporary] [contractor, agency, employer e.g.]. Temporary employees [work no more than, work approximately] [40, 35, 30 e.g.] hours a week.]

[Leased Employees—leased employees are third party participants that work with a [manager, supervisor e.g.], but are employees of a leasing [contractor, agency, employer e.g.]. Leased employees [work no more than, work approximately] [40, 35, 30 e.g.] hours a week.]

[Volunteers—volunteers are third party participants to our workplace that donate their time and skill. They receive no wages. Volunteers report to a [manager, supervisor e.g.].]

### **Non-Exempt or Exempt**

In addition to [Employer's] working relationship with its employees, [Employer's] employees are classified by how they are paid. The following are the pay classifications for [Employer's] employees:

[Non-exempt, Hourly] employees—[Non-exempt, Hourly] employees are [full-time, part-time, seasonal e.g.] employees that are paid a wage based on the amount of time spent working. [Non-exempt, Hourly] employees [are required to

“clock in” when beginning work and “clock out” when their shift ends]. [[Non-exempt, Hourly] employees are due overtime wages should they exceed 40 hours per week.]

[Exempt, Salaried] employees—[Exempt, Salaried] employees are [full-time, part-time, seasonal e.g.] employees that are paid a pre-determined wage [and are not required to either “clock in” or “clock out”]. [[Exempt, Salaried] employees are not due overtime wages.]

### **Questions About This Policy**

If you have questions, suggestions or concerns about this policy, you should direct them to [your manager, your supervisor, the Human Resources Department, the Personnel Department, the EEO Department, the Compliance Department e.g.].

[If you feel uncomfortable discussing your questions, suggestions or concerns about this policy with [the person, the persons, the department e.g.] listed above, you can direct them to the [Human Resources Department, Personnel Department, EEO Department, Compliance Department e.g.] [or the President, CEO e.g.].]