



EMPLOYEE CLASSIFICATIONS

Full-time: A regular full-time employee is regularly scheduled to work a minimum of 30 hours per week or more. Regular full-time employees are eligible to participate in all company employee benefit programs upon successfully completing a 90-day introductory period unless specifically stated otherwise or required by law.

Part-time: A part-time employee is regularly scheduled to work less than 30 hours per week. Part-time employees are entitled to employee benefits as required by law or regulation and some company benefit programs as defined in those benefit plans.

Trainees: Individuals training in the Village Works work training program who are funded by state or federal agency are entitled to benefits as required by law or regulation, but are not entitled to Company benefit programs such as medical or disability insurance, holiday pay and vacation.

Per Diem: Per Diem employees work on an as needed basis with varied hours. Per Diem employees are entitled to employee benefits as required by law or regulation, but are not entitled to Company benefit programs such as medical or disability insurance (unless averaging 30 or more hours per week), holiday pay and PTO.

Exempt: An employee who meets the test for exemption under the Fair Labor Standards Act. Exempt employees are compensated on a weekly salaried basis. An exempt employee is not eligible for overtime compensation.

Non-exempt: Nonexempt employees are compensated on an hourly basis and paid for all hours worked, including overtime. Overtime is defined as time worked in excess of 40 hours in a workweek. Work week is defined as Sunday through Saturday. Overtime is paid at 1.5 times the employee's regular hourly rate. A nonexempt employee is required to record hours worked using the Sunshine Village timesheet.