

Categories of Employment

ORIENTATION PERIOD: Full-time and part-time employees are on an introductory period during their first 90 days of employment. We want to make sure that you are happy with your new job, and that you're getting the attention you need to successfully learn your new responsibilities. During the orientation period you will be able to determine if your new job is a good fit for you, and your supervisor will have an opportunity to evaluate your performance in your new position. The completion of the orientation period does not guarantee employment for any period of time since you are an at-will employee both during and after your introductory period. If you don't feel as though you're getting what you need to comfortably settle into your new job, please talk to your supervisor. If you still aren't satisfied, please pay a visit to your department's administrator or Human Resources so that we can determine the best way to help.

For purposes of this handbook, **FULL-TIME EMPLOYEES** regularly work at least a 30-hour workweek. For other purposes, such as eligibility for health care benefits, the definition of **FULL-TIME EMPLOYEES** may be different.

PART-TIME EMPLOYEES work less than 30 hours each week.

In addition to the preceding categories, employees are also categorized as "exempt" or "non-exempt."

INTERNS and **TEMPORARY EMPLOYEES** are typically employed for a specific length of time. If you are an intern or temporary employee, refer to your signed agreement for the conditions of your employment.

NON-EXEMPT EMPLOYEES are entitled to overtime pay as required by applicable federal and state law.

EXEMPT EMPLOYEES are not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws.

Upon hire, your supervisor will notify you of your employment classification and the number of hours you are expected to work each week.

ANNIVERSARY DATE: The first day you report to work will be recorded in company records as your anniversary date. This date may be used to calculate and award many different company benefits. If you have any questions regarding your anniversary date, please see your immediate supervisor.