

EMPLOYMENT CLASSIFICATIONS

Each employee is designated as either *nonexempt* or *exempt* according to federal and state wage and hour laws. Nonexempt employees are entitled to overtime pay and are under the specific provisions of federal and state wage and hour laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws.

In addition to the above categories, each employee will belong to one other employment category:

Regular full-time employees are those who are not in a temporary or part-time status and who are regularly scheduled to work a minimum of 37.5 hours per week or more. Generally, they are eligible for the benefits in the RAILS benefit package, subject to the terms, conditions, and limitations of each benefit program.

Regular part-time employees are those who work an average of less than 37.5 hours per week on a regular, authorized prearranged basis. Generally, they may be eligible for some of the benefits in the RAILS benefit package, in addition to those required by law, subject to the terms, conditions and limitations of the individual benefit program.

Temporary employees are those who work a 37.5 hour week or less over a designated, predetermined period of time, usually not to exceed six months. Temporary employees are not eligible for any of the benefits in the RAILS benefit package except those required by law.

The above classifications are for administrative use only. They do not alter the nature of the at-will employment relationship.

See also:

Benefits policy

Insurance policy