**Coverage** - The categories of employees covered by this manual include all Administrative and Professional Staff employees at the company. Jobs designated as exempt under the provisions of the Fair Labor Standards Act (FLSA) are Administrative/Professional. Jobs designated as nonexempt are support Staff, and these positions are subject to the overtime pay provisions of the FLSA.

**Terms and Conditions** - Employment is subject to a variety of terms and conditions as identified by the company needs and generally accepted personnel management practices. Employees will be designated either regular or temporary, full-time or part-time, limited term or continuing term. Additionally, they will be assigned positions designated as exempt or nonexempt under the FLSA, and paid either monthly or biweekly. These terms are described below, and additional policies and procedures concerning the application of these terms are provided throughout this manual.

**Definition of Terms**

**Status**

1. **Regular** - One who has successfully completed an initial probationary period. Regular employees are subject to limited term or continuing appointments and are paid either biweekly or monthly, and are eligible for the employee benefit package.
2. **Temporary** - One who is scheduled to work less than 20 hours per week on a continuing basis or who is scheduled to work 20 hours per week or more but for a period of less than 11 months. Temporary employees are employed on a day-to-day basis, paid biweekly, and are not eligible for the employee benefit package accorded regular employees.

**Work Schedule**

1. **Part-time** - One whose normally scheduled work week is for an average of less than 40 hours.
2. **Full-time** - One whose normally scheduled work week is 40 hours or more.
3. **Duration** 
   * **Limited Term** - One whose appointment is for a specific period of time, generally governed by the duration of a project, contract, or grant. Duration will be specified at the time of employment.
   * **Continuing Term** - One whose appointment is for an unspecified time but still subject to the availability of funds, rules of performance, and the business needs of the company.

**Pay Method**

1. **Monthly** - One who is paid once each calendar month.
2. **Biweekly** - One who is paid every two calendar weeks.

**FLSA Designation**

1. **Nonexempt** - One whose duties and responsibilities, and salary level does not meet the criteria for exemption under the FLSA and is not exempt. Employees in this category are subject to working time records and overtime payments (either cash or compensatory time off) at premium rates (one and one-half time).
2. **Exempt** - Typically refers to one who serves in a position having duties, responsibilities and a salary level which meet the FLSA criteria for exemption as either an executive, professional, or an administrative employee. Such employees are not subject to working time reports or overtime pay.

**Hours of Work**

1. The established regular hours of work comprising full-time employment for a nonexempt employee of the company is 40 hours per week.
2. The established company-wide standard work week begins at 12:01 a.m. Sunday and ends at 12:00 midnight the following Saturday.
3. All offices shall be open during the hours of 7:45 a.m. to 11:45 a.m. and 12:45 p.m. to 4:45 p.m., Monday through Friday, except on official federal holidays. Changes in this schedule must have prior approval of the respective vice-president concerned and the Assistant Vice President of Human Resources.
4. Time sheets must be posted daily by every nonexempt employee.

**Work Breaks**

Supervisors may authorize two 15-minute breaks, one midmorning and one mid-afternoon for nonexempt employees. Employees may leave their work area during their break unless notified otherwise by their supervisor. Where it is necessary to have someone on duty at all times, care should be taken to make sure the work assignment is covered. Breaks are not accumulative; and employees cannot forego a break time to use later.