



"Creating Life Opportunities"

Policy and Procedure # 635

Employment Status Categories

Approval: _____ Effective Date: 5/9/24

POLICY:

To establish and clarify employee status for personnel management purposes, the following procedures define the categories of employees at EFI.

PROCEDURE:

Employees may be designated in multiple categories. Employee categories as established by EFI are:

1. Trainee-A newly hired employee who has not yet:
 - A. Completed the training required for their department.
 - B. Undergone their 30 day evaluation.
2. Regular full time-An individual employed to work a full regularly scheduled basic workweek of 32 hours or more of unlimited employment duration.
3. Regular part time-An individual who works fewer than 32 regularly scheduled hours of unlimited employment duration.
4. Temporary-An individual employed for a specified, limited period of time, not to exceed one year, either on a full or part-time basis.
5. Non-exempt-All EFI hourly employees are non-exempt. All over time laws apply to non-exempt employees.
6. Exempt-All salaried employees at EFI are exempt. Over time laws do not apply to exempt employees.