THIS POLICY IS LEGALLY DESIRABLE

Employee Classification Policy

ABC Company maintains **standard definitions of employment** and classifies employees in accordance with these definitions:

1. Full‑time: Employment in an established position requiring 40 hours or more of work per week.
2. Part‑time: Employment in an established position requiring less than 40 hours of work per week. Normally a part‑time schedule, such as portions of days or weeks, will be established.
3. Temporary: Employment in a job established for a specific purpose, for a specific period of time or for the duration of a specific project or group of assignments.

Additionally, all employees are defined as either:

1. Exempt: Those employees who are employed in an executive, administrative or professional capacity or other legally exempted categories of employees and who are not covered by the federal and state minimum wage and overtime laws; or
2. Nonexempt: Those employees who are not employed in an executive, administrative or professional capacity or other legally exempted categories of employees and who are covered by the federal and state minimum wage and overtime laws.

All employees, regardless of employment classification, are subject to all Company rules and procedures.

Each employee will be notified of their classifications upon being hired or as the employee’s classifications change.

**Note**:  
The Affordable Care Act defines full-time employees as those working 30 or more hours per week. If you are subject to the ACA, you may wish to use the 30-hour a week definition of full-time employee for all benefits, not just healthcare.