

(OBGYN ASSOCIATES) Policy 05.25.2017
Employee Classifications

Area:	Approved By:	Most Recent Approval Date:
<input checked="" type="checkbox"/> Corporate Governance Policy	Board of Directors	5/25/2017
<input type="checkbox"/> Corporate Function Guideline	CEO	
<input type="checkbox"/> Financial Function Guideline	CFO	
<input type="checkbox"/> Clinical Function Guideline	CMO	

First Approval Date: 1992

Next Review Due: 2019

Dates Reviewed: 11/2013

Dates Revised: 2013, 2015, 2016

Dates Revisions Announced to Staff: 05.28.2017

Purpose:	To differentiate between different classifications of employees for purposes of determining benefits, eligibility for overtime pay, and other issues.
Mandated by:	Internal Revenue Service Department of Labor
Applies to:	All (OBGYN ASSOCIATES) employees.
Definitions:	<ul style="list-style-type: none"> ▪ See (OBGYN ASSOCIATES) Policy 002.04.01 for the definition of “overtime”. ▪ See (OBGYN ASSOCIATES) Policy 002.05.00 and subsections for definitions of various benefits.
For more information:	Fair Labor Standards Act: http://www.dol.gov/elaws/esa/flsa/screen5.asp

Text of Policy:

(OBGYN ASSOCIATES) employees are classified into different categories based on:

- (A) Whether they are paid on a salaried or hourly basis,
- (B) Whether they work full-time (at least 40 hours/week) or part-time (under 40 hours/week),
- (C) Whether they are permanent or temporary employees.

Employees who are eligible for overtime pay are considered “non-exempt” (from the Fair Labor Standards Act) while those who are “exempt” are ineligible. Exempt vs. non-exempt status is noted on each job description.

Salaried Full-time Permanent:

Salaried full-time employees work a minimum of 40 hours per week. They are not eligible for overtime pay.

Salaried full-time employees are eligible for all benefits provided by (OBGYN ASSOCIATES) after completion of their 90-day probationary period.

Salaried Part-time Permanent:

Salaried part-time employees work a fewer than 40 hours per week (with the minimum amount determined on a case-by-case basis). They are not eligible for overtime pay.

Salaried part-time employees are not eligible for benefits

Hourly Full-time Permanent:

Hourly full-time employees work 40 hours per week. They are eligible for overtime pay. Hourly employees MUST receive permission from their supervisor before working over 40 hours in a week.

After one full year of employment, hourly full-time employees are eligible for (OBGYN ASSOCIATES) health insurance, paid holidays, and personal time off.

Hourly Part-time Permanent:

Hourly part-time employees work fewer 40 hours per week. They are not eligible for overtime pay, unless working over 40 hours per week. Hourly employees MUST receive permission from their supervisor before working over 40 hours in a given week.

Hourly Part-time permanent employees are not eligible only for paid holidays and personal time off., unless they are working ≥32 hours per week averaged over two pay periods.

Temporary Employees:

Temporary salaried and hourly employees are hired to work for a period of less than one year.

Temporary salaried and hourly employees are not eligible only for paid holidays and personal time off.

Staffing Agency Employees:

Individuals hired through a staffing agency are not considered to be (OBGYN ASSOCIATES) employees during the time that they are employed by the staffing agency. Nevertheless, they must abide by the same policies and procedures as (OBGYN ASSOCIATES) employees during the time that they are working at (OBGYN ASSOCIATES).

Staffing agency employees may not work more than 8 hours in one day without specific authorization from their (OBGYN ASSOCIATES) supervisor.

Staffing agency employees are not eligible for (OBGYN ASSOCIATES) benefits, they are eligible for benefits (if any) provided by the staffing agency on terms to be negotiated with said agency.

Staffing agency employees may be invited to become (OBGYN ASSOCIATES) employees, at which point they are eligible for the same benefits as any other (OBGYN ASSOCIATES) employee who falls into the same classification (based on number of hours worked per week and salaried vs. hourly status).