

POLICY

The Poverello Center, Inc. outlines the different categories of employment in the company. It clarifies the different types and statuses that an employee may acquire once they are hired by the company.

PROCEDURE

TPC will observe any legal guidelines that apply to the classification of employees. Its own categories will be formulated in a manner that does not contradict any rule mandated by law and the benefits will be administered accordingly.

Employment Classification: TPC categorizes all employees with respect to position and federal/state regulations. Summary definitions are:

- **Exempt Employee** - any salaried executive, administrative, professional, or contracted position. These employees are exempt from both the minimum wage and overtime provisions of Fair Labor Standards Act (FLSA).
- **Non-exempt Employee** - any salaried or hourly employee who is not exempt from the minimum wage or overtime provisions of FLSA.
- **Salaried Employee** - employee whose wages are computed on an annual basis.
- **Hourly Employee** - employee whose wages are computed on an hourly basis.

Employees are also classified as one of the following three:

- **Full-time** - is regularly scheduled to work 30 or more hours per week.
- **Part-time** - is scheduled to work less than 29 hours per week.
- **Temporary** - is scheduled to fill a temporary job assignment that has a predetermined beginning and ending date.

Approvals:

Signature: _____ Date: _____

Tania Taveras, MBA HRM
Volunteer/HR Manager

Signature: _____ Date: 2/11/19

Thomas S. Pietrogallo, MSW/LCSW, MBA
Chief Executive Officer

BOD Approved Date: Pending Date Established: 06.11.2019 Date Reviewed: N/A