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Policy Statement

Bethany Life Communities adopts uniform guidelines to categorize and define the employment status of its team members as well as to comply with local, state, and federal regulations. If you feel you have been incorrectly categorized or have questions about any employment category, you should speak with a Human Resources staff member.

Policy Interpretation and Implementation

Full-time employment is:

- ✓ Any team member who works 32 hours or more per week.
- ✓ Team member records are reviewed as each payroll is paid to determine if the team member is ***full-time*** based on the average of 32 hours per week.
- ✓ Should the team member make a significant change in work pattern, employment status will be reviewed at that time.
- ✓ The calculation of ***full-time*** status includes time worked on the job plus “available Paid Time Off (PTO)” that is used, time spent on jury duty, bereavement leave, or as provided by law.
- ✓ No other benefits such as short-term disability or worker’s compensation benefits are included in ***full-time*** status determination except as provided below.
- ✓ Most benefits are based on ***full-time*** status. Therefore, it is important to maintain at least 32 work hours per week. If a team member’s status changes to ***part-time*** by failing to meet the 32-hour per week requirement, the team member’s coverage will be discontinued.
- ✓ ***Full-time*** team members are indicated as ***“F”*** in Bethany Life Communities’ payroll system.

Part-time employment is:

- ✓ Any team member who works less than 32 hours per week.
- ✓ ***Part-time*** team members have a regular work schedule.
- ✓ ***Part-time*** team members are eligible only to those benefits for which their working hours permit them to participate.
- ✓ ***Part-time*** team members are indicated as ***“P”*** in Bethany Life Communities’ payroll system.

P.R.N. employment is:

- ✓ Any team member who is available to work when called upon to fill in for a ***full-time*** or ***part-time*** team member, and is not regularly scheduled.
- ✓ ***P.R.N.*** team members are not eligible for benefits and do not accumulate P.T.O. (paid time off).
- ✓ ***P.R.N.*** team members who have “earned” or “available” PTO amounts on December 30, 2006 will not lose those amounts.
- ✓ There will be no further “earned” or “available” PTO accruals for ***P.R.N.*** team members after December 30, 2006.
- ✓ ***P.R.N.*** team members must work a minimum of 24 hours per quarter (three months) or will be considered self-terminated subject to the provisions of the

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- Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), and/or Worker's Compensation regulations.
- ✓ All ***P.R.N.*** hours are on an "as needed" basis, dependent upon staffing patterns as determined by the department supervisor.
 - ✓ ***P.R.N.*** team members may be on an alternate wage scale.
 - ✓ ***P.R.N.*** team members are indicated as "***C***" (***casual***) in Bethany Life Communities' payroll system.

Limited employment is:

- ✓ Any team members who are available to work seasonally or for a specified period of time (e.g. college/university students during school breaks).
- ✓ Any team member who is available to work only on a limited basis because of pension or other limitations.
- ✓ ***Limited employment*** team members are eligible only for those benefits for which their working hours permit them to participate.
- ✓ ***Limited employment*** team members are indicated as "***L***" (***limited***) in Bethany Life Communities' payroll system.

Change of employment status?

- ✓ Any changes of employment status initiated by the team member to reduce her/his number of work hours ***require a two-week written notice.***
- ✓ Any changes of employment status initiated by the team member to increase her/his number of work hours may become effective immediately, but must be in writing.
- ✓ Team members are to provide written notice by using the "Change of Employment Status" form available from the Human resources office.

"Exempt" defined as:

- ✓ A fixed salary regardless of hours worked to carry out the duties of the job.
- ✓ This applies to executive, administrative, and professional team members in compliance with the Fair Labor Standards Act (1938).
- ✓ Exempt team members are not paid overtime.
- ✓ Exempt team members are required to submit written notification to the payroll office for each payroll in terms of holiday, PTO leave, or floating holidays, but you are not required to turn in specific hours worked.

"Non-exempt" defined as:

- ✓ Non-exempt pay is made at an hourly rate for all hours worked.
- ✓ Any hours you work after 40 hours in the workweek are paid at one and one half times your regular rate.
- ✓ This applies to service, clerical, and technical team members in compliance with the Fair Labor Standards Act (1938).