LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employment Practices	**Number: I-10**
	Effective Date: 08-28-00
SUBJECT: Employee Classification	**Revision Date: 11-01-15**

Based on the conditions of employment, employees of LOYOLA fall into the following classifications:

- Full-time, Part-time, Temporary
- Exempt or Non-Exempt
- Salaried or Hourly

Full-time, Part-time & Temporary Employees

Full-time employees are employees who are scheduled to work a minimum of a thirty (30) hour work week. Employees working on a contract may be an exception and will be determined on a case by case basis.

Part-time employees are employees who work an established work schedule of less than thirty (30) hours per week.

If an employee status changes from full-time to part-time, they must work on average of thirty (30) hours per week over a six (6) month period in order to be restated back to full-time.

Temporary employees are hired for a specific project or timeframe and work an irregular schedule for a limited period of time. Temporary employees in a non-exempt position are paid by the hour while a temporary worker in an exempt position is paid according to the terms of hire for that individual.

Exempt & Non-Exempt Employees

Exempt employees are classified as such if their job duties are exempt from the overtime provisions of the Federal and State Wage and Hour Laws. Exempt employees are paid a guaranteed or stated salary. The law does not require employers to pay exempt employees for overtime worked; however, under extraordinary circumstances, exempt employees working on government contracts that authorize overtime, i.e., Extended Work Week (EWW), will be paid for excessive hours worked. The overtime hours will be paid at straight time rates.

Non-exempt employees will be paid on an hourly basis. All hours worked in excess of forty (40) in a work week will be paid at time and a half as in accordance with the Fair Labor Standards Act (FLSA). All overtime worked must be approved in advance by the employee's supervisor.