

Definitions of Employees

Upon hire, all employees are classified as exempt or non-exempt; regular full-time or regular part-time. These classifications and categories will outline not only how an employee is paid, but also the benefits for which they are eligible.

PURPOSE:

To define the ESP of individuals employed at **ESP** for the purpose of accurate, consistent and legal administration of salary and benefits as well as standardize the terms used in referring to domestic United States employees.

PROCEDURE:

Employee Classifications:

- **Exempt:** An employee who is exempt from the overtime provisions of the Fair Labor Standards Act of 1939, as amended.
- **Non-Exempt:** An employee whose work is subject to the overtime provisions of the Fair Labor Standards Act of 1939, as amended.

Employee Categories:

- **Regular Full-Time:** An employee, who works on a full-time basis, normally defined as a 40-hour week, for an undefined period of time.
- **Regular Part-Time:** An employee who works less than 25 hours per week, for an undefined period of time. The employee receives all legally mandated benefits, but is ineligible for participation in the **ESP** benefit program.
- **Temporary:** An employee who is contracted through an agency for an unspecified period of time. These employees may become permanent staff, depending upon corporate needs. The employee receives all legally mandated benefits, but is ineligible for participation in the **ESP** benefit program.
- **Casual:** An employee who has established an employment relationship with **ESP** and is assigned to work on an intermittent and/or unpredictable basis. The employee receives all legally mandated benefits, but is ineligible for participation in the **ESP** benefit program.