



Employee Status Classification Policy Statement

Subject: Employee Status Classification

Policy No: 12-BOD

1. Non-Exempt

- a. The term non-exempt refers to employees who are not exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) and applicable state laws.
- b. The TREE Fund pays non-exempt employees overtime pay at applicable rates for all hours worked on behalf of the TREE Fund beyond 40 hours in a work week or as Illinois law requires.

2. Exempt

- a. Exempt employees are those who are exempt from the overtime provisions of the Fair Labor Standards Act and applicable Illinois laws and are not paid overtime wages.
- b. Exempt employees are salaried employees who generally meet certain criteria regarding their job duties and are paid on a salary basis.

3. Regular Full-time

- a. Regular full-time employees are scheduled to work 37 hours per week. These employees are eligible for all employee benefits, according to the terms of each benefit plan.

4. Regular Part-time

- a. Regular part-time employees are scheduled to work less than 37 hours per week. Employees working less than 32 hours per week are not eligible for employee benefits, except as follows:
 - i. 403-b Retirement Plan: employees must work at least 1,000 hours during the year, and be 21 years old and have worked for the company at least one full month.

5. Temporary Full-Time and Part-Time

- a. A temporary employee is one who is hired for special projects which last 90 days or less.

- b. Temporary employees are not eligible for employee benefits. However, if a temporary employee is directly hired into a full time or part time regular position, his/her hours worked as a temporary are considered in determining benefits.

Issued by

Date revised:

Board Action (give date of vote) _____

-or-

TREE Fund Chairman's Signature _____

-or-

President/CEO's Signature _____