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|  |   | <b>Policy Number:</b><br><br>ER-014 |
| <b>Subject:</b>   | WORK STATUS, EMPLOYEE   |                                     |
| <b>Section:</b>   | EMPLOYEE RELATIONS  |                                     |
| <b>Effective Date:</b> 11/01/2010   | <b>Review Date:</b> 12/2015   |                                     |
|   | <b>Revised Date:</b> 10/15/2010   |                                     |
| <input type="checkbox"/> <b>New Policy</b>  | <input checked="" type="checkbox"/> <b>Supersedes Policy Dated:</b> 03/25/2010  |                                     |
| <b>Issued by:</b> HR Administrator  | <b>Concurred with and Approved by:</b><br>Jim Burns, Director    Initial: _____ |                                     |
| <b>Cross Reference:</b>   |   |                                     |
| <b>Distribution:</b>  | All employees of Family Focus, Inc.   |                                     |

**PURPOSE:**

Family Focus, Inc. offers certain benefits to eligible employees, including health, dental, vision, life insurance, long term disability insurance, vacation time, sick time, holidays, and 401K participation. Eligibility will depend upon the specific requirements of each benefit plan and any federal or state law requirements.

This policy is to clarify and inform personnel as to the different job classifications that employees will be placed in and a determination of the benefits they will receive according to their status.

**GENERAL INFORMATION:** All regular employees are hired with the intent to fill a position for an indefinite length of time.

Eligibility regulated average working hour requirements are as listed below:

**Part Time - 59 hours or less per pay** (bi-weekly) – not eligible for benefits

**Part Time Eligible - 60 hours but less than 76 hours per pay** (bi-weekly) – eligible for Health Insurance.

**Full Time - 76 hours or more per pay** (bi-weekly) – eligible for vacation days, sick days, holidays, health insurance, dental insurance, vision insurance, life insurance, long term disability insurance, and 401K participation (after one year of employment)

**Overtime-** In accordance with the Federal Labor Standards Act, non exempt employees are eligible to receive overtime pay at a rate of one and one half times their regular pay for time worked in excess of 40 hours per workweek. Exempt employees are not eligible for overtime; they are expected to work as many hours as required to perform the duties of the position.

**PROCEDURE:**

Regulated hours must be maintained by employees to continue in their job classifications. When an employee's average hours are less than the specified amount for their status classification in a consecutive six (6) month period employees will be given a written notification. A review of hours will be recalculated in 30 days. If a part time position is available, the employee may apply for that position. Employee transfers from one status to another may have an impact on benefits as stated below. If there are no part time positions available and low hours continue, the Performance Improvement process will be initiated.

Transfer from one work status to another (when a position is available) must be documented by an approved Personnel Action Form. Part time employees should be identified by hours scheduled per pay period.

During busy periods, Family Focus, Inc. may require employees to work extended hours. Family Focus, Inc. will pay time and a half to nonexempt employees who exceed 40 hours of work time in a workweek. Vacation, sick, or holiday time does not apply toward work time.