

# Employee Status

Foothills employees are classified as either exempt or nonexempt under federal and state wage and hour laws, and are further classified for administrative purposes, such as the administration of certain benefits. The following classifications are used throughout this Handbook:

- ◦ *Full-time Employee: an employee normally scheduled to work at least 40 hours per week. Full-time employees are currently eligible for benefits.*
- ◦ *Part-time Employee: an employee normally scheduled to work less than a 40-hour workweek. Part-time employees are currently eligible for benefits, in accordance with the requirements.*
- ◦ *Temporary Employee: an employee who is hired in a job established for a temporary period or for a specific assignment. Temporary employees are currently ineligible for Company benefits.*
- ◦ *Exempt Employee: an employee whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and state law and who are exempt from minimum wage and/or overtime pay requirements.*
- ◦ *Non-Exempt Employee: an employee whose job positions do not meet FLSA or applicable state exemption tests, and who are not exempt from minimum wage and/or overtime pay requirements. Non-exempt employees shall be paid time and one-half of their regular rate of pay for any work in excess of:*
  - *(1) forty hours per workweek*
  - *(2) twelve hours per workday*
  - *(3) twelve consecutive hours without regard to the starting and ending time of the workday (excluding duty free meal periods), whichever calculation results in the greater payment of wages.*

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