



Monarchs Employee Classification Policy

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Policy Brief & Purpose

Our **employee classification policy** outlines the different categories of employment in our company. It states the different types and statuses that an employee may acquire once they are hired by the company. This is rendered important for the administration of benefits and the application of policies as well as disciplinary procedures.

Employee classification is established as part of the Fair Labor Standards Act (FLSA). The FLSA policy determines which employees (exempt vs. non-exempt) are subject to minimum wage and overtime laws.

The company will observe any legal guidelines that apply to the classification of employees. Its own categories will be formulated in a manner that does not contradict any rule mandated by law and the benefits will be administered accordingly.

See our employee handbook template for more examples of codifying these policies.

Scope

This policy applies to all employees of the company as well as any parties that represent the company or undertake tasks on its behalf.

Policy Elements

Employees are being divided into categories — typically “exempt employee” or “non-exempt employee” — with different criteria.

What is job classification?

- Job duties
- Amount of working hours
- Duration of the job/position

Job duties. This criterion defines whether employees are categorized as exempt employees or non-exempt employees. Non-exempt employees have benefit eligibility that exempt employees do not. Benefits are not only those referred to by legislation (e.g. overtime policy) but they may also stem from the company’s own policies (e.g. employees who cannot work from home as a result of their job responsibilities).

- During the trial period, your supervisor will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, such as; shows, competitions, maintenance, field trip,

etc; or to assist with other work necessary or important to the operation of Monarchs. Your cooperation and assistance in performing such additional work is expected.

Monarchs reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities. It is the employee's responsibility to report to the office in case of an empty class, the office will then proceed to assign a job. This is a no work no pay policy.

It is important that all employees know whether they are classified as exempt or non-exempt, so they can be aware of their rights and avoid misunderstandings.

Number of working hours. The number of hours an employee is expected to work per day or week determines whether they are part-time or full-time employees. Full-time employees are typically employed on a 40-hour/week schedule according to legislation. The practice of flexible hours does not typically alter an employee's status and if so, it must be clearly stated on a formal written agreement signed by both employee and employer. Part-time employees are those who work less than forty hours per week. Part-time employees are entitled to limited benefits in comparison to those who are employed full-time. Those benefits will be stated in corresponding employment paperwork.

- **Full-Time Employees**

Regular full-time employees are those who are scheduled for and do work 40 hours per week (or 36 coaching hours).

- **Part-Time Employees**

Part-time employees are those who are scheduled for and do work fewer than 30 hours per week.

Duration of the job/position. The duration of the job or position defines whether one is employed under a permanent or temporary contract. There are also two additional subcategories referring to those who are working during a probationary period (who have not fully attained either of the previous statuses) and those who are indefinitely "on-call".

Permanent employees are those whose employment does not have an expiration date and have completed their probationary period. They are considered the company's "regular" employees and are categorized as regular full-time and regular part-time.

Temporary employees are those whose employment is valid for a definite amount of time and must be renewed in order for them to retain employee status. Those employees can be full-time or part-time. Interns, for example, are considered temporary part-time while interims are classified as temporary full-time.

Employees who request a temporary transfer for medical and/or family medical leave reasons will be considered for that transfer if a position exists at the time the transfer is requested and the employee is qualified to perform the job. The employee will be paid in accordance with the responsibilities and duties of the temporary job.

Employees within a probationary period are usually excluded from certain terms of their employment agreement. Those terms as well as the duration of the probationary period will be explicitly stated in the employment contract.

An on-call employee may belong in two categories:

- Employees who have been hired with full-time or part-time and must remain accessible for certain hours exceeding their regular schedule. Those employees may be entitled to overtime pay or other benefits.
- Employees who only work when called.