

POLICY

EMPLOYMENT STATUS

6010

An Applicant is considered an Employee of BCHC, Inc. when he/she has actually begun work and has completed all necessary personnel forms and his/her name is entered in payroll.

Each employee of Bullhook Community Health Center is classified as either exempt or non-exempt from overtime pay requirements, depending on their job duties. An employee's exempt or non-exempt classification may be changed only upon written notification by Bullhook Community Health Center management.

- Exempt employees are classified as such if their job duties are exempt from overtime pay and/or minimum wage requirements as determined by Federal and State Wage and Hour Law definitions.
- Non-Exempt employees are subject to minimum wage and overtime pay requirements for hours worked over 40 in a workweek, in accordance with Federal and State Wage and Hour Laws.

Based on the terms of employment, employees of BCHC fall into the following categories: full-time, part-time, and casual employees.

- Full-Time
A full-time employee is one who works an average of 40 or more hours per week on a regular basis.
- Part-Time
A part-time employee is one who works an average of less than 40 hours per week on a regular basis.
- Casual Employees
A casual employee is one who is employed for a limited duration, not regularly scheduled (on-call basis). Full-time or part-time for a specific job assignment or limited duration, or during certain periods of time depending upon the demand of work as determined by BCHC. A casual employee is not eligible for any company provided benefits.

Probationary Period: All employees will be required to complete a six (6) calendar month probationary period. The probationary period shall be utilized for the most effective adjustment of a new employee. Employee is subject to dismissal without cause in the first six months.

Cindy Smith
 CHIEF EXECUTIVE OFFICER

Date: 7-26-16

Carol A. Reifhneider
 CHAIR, BOARD OF DIRECTORS

Date: 7-26-16

Date first adopted	05/29/2009
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