

13.3 CLASSIFICATIONS OF EMPLOYMENT

For purposes of salary administration and eligibility for overtime payments and employee benefits, employees are classified as follows:

- Full-time regular employees. Employees hired to work the normal, full-time, workweek, as defined in the Employment Agreement, on a regular basis. Such employees may be "exempt" or "nonexempt" as defined below.
- Part-time regular employees. Employees hired to work fewer than thirty hours per week on a regular basis. Such employees may be "exempt" or "nonexempt" as defined below.
- Temporary employees. Employees engaged to work full time or part time on the school's payroll with the understanding that their employment will be terminated no later than on completion of a specific assignment. Such employees may be "exempt" or "nonexempt" as defined below. (Note that employees hired from temporary employment agencies for specific assignments are employees of the respective agency and not of Vanguard Academy.)
- Nonexempt employees. Employees who are required to be paid overtime at the rate of time and one half (i.e., one-and-one-half times) their regular rate of pay for all hours worked beyond forty hours in a workweek, in accordance with applicable federal wage and hour laws.
- Exempt employees. Employees who are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond that which is outlined in the Employee Agreement during any given workweek. Executives, professional employees, outside sales representatives, and certain employees in administrative positions and some computer professionals are typically exempt.

Employees will be informed of their initial employment classification and of their status as an exempt or nonexempt employee during employee orientation. If a position change occurs during the course of employment as a result of a promotion, transfer, or otherwise, the employee will be informed of any change in exemption status.

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