



Wesley Woods Senior Living, Inc.

SUBJECT: Employee Classifications

THIS POLICY

Policy Number: 309

Effective Date: 11/01/02

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REPLACES POLICY

Policy Number: 309

Effective Date: 10/01/93

POLICY:

Wesley Woods Senior Living, Inc., has established a classification system for employees based on authorized hours worked in a pay period.

GUIDELINES:

1. **Regular full-time employees** are regularly scheduled to work at least 30 hours in a work week. They accrue benefit time based on straight time hours paid not to exceed 40 hours per week. These employees are eligible for all privileges and benefits as stated in the summary of benefits for full-time employees. They are eligible to receive general increases and receive annual performance reviews.
2. **Regular part-time employees** are regularly scheduled to work less than 30 hours but **at least 20 hours in a workweek**. They accrue benefit time based on straight time hours paid not to exceed 40 hours per week. These employees are eligible for the privileges and benefits as stated in the summary of benefits for part-time employees. They are eligible to receive general increases and receive annual performance reviews.
3. **Regular part-time employees** who are regularly scheduled to work **less than 20 hours in a workweek** accrue benefit time but are not eligible for the privileges and benefits as stated in the summary of benefits for part-time employees. They are eligible to receive general increases and receive annual performance reviews.
4. **Float Pool Employees** work irregular hours on call or on an as-needed basis. The nature of their job is to work on short notice as fill-in. They "float" between different job and department assignments. Float Pool Employees are not normally covered by the employee benefits program. They do not accrue benefit time and they are not eligible to receive general increases, but do receive annual performance reviews.
5. **Temporary employees** may work full-time or part-time hours as needed. They are typically assigned to a specific job and department for a longer period of time (no longer than 6 months) than float pool employees. They do not accrue benefit time, and are not normally covered under the employee benefit program. Temporary employees do not receive general increases, but do receive annual performance review.

Approved By: Kenneth Weber, President/CEO, Wesley Woods Inc.

Margaret Bloomquist, Associate Administrator, Wesley Woods Human Resources

Date Reviewed: 11/01/02 Last Reviewed: 09/01/2007 Adair Maller, Director Human Resources