

# Employment Status & Records

## Anniversary Date and Reinstatement

### Policy Option 1

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An employee's anniversary date is defined as his or her first day on the job with the company. Performance reviews will be completed annually on the employee's anniversary date. If a review cannot be completed prior to the employee's anniversary date and a salary adjustment is in order, it will be made retroactive to the anniversary date.

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**Note:** The last two sentences are optional and can be omitted by the company that wants to specify periodic evaluation dates in a separate policy.

## Reinstatement

### Policy Option 1

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Employees who are reinstated into the company will maintain their original anniversary date for seniority purposes as well as for those benefit programs governed by the anniversary date. The policy will be as follows:

**Layoff** - Employees who terminate because of reduction in work force will maintain their original anniversary date for seniority purposes, if they are re-employed by «\_CompanyName» within one year after date of termination.

**Voluntary Registration** - Employees who voluntarily terminate their employment with «\_CompanyName» may maintain their original anniversary date, subject to management approval, if they are re-employed by the company within six months after date of termination. The company is under no obligation to rehire any such employee.

### Policy Option 2

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Employees who are re-employed by the company after termination will lose their original anniversary date for all purposes and be assigned a new date corresponding to their first day on the job after re-employment. This policy shall not apply to layoffs or to an employee who was erroneously terminated for cause and later reinstated.

## Employment Classifications

### Policy Option 1

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There are three classifications of employees:

**Regular Full Time** - An employee who works a normal 40-hour workweek on a regularly scheduled basis.

**Regular Part Time** - An employee who works less than a normal workweek, on either a regularly scheduled basis or on an irregular basis.

**Temporary** - An employee hired for a period not exceeding three months and who is not entitled to regular benefits. An extension of a temporary work classification for an additional three-month period, or less, may be granted, if upon review by management, the assignment is clearly found to be necessary. A temporary employee may be full-time or part-time. In addition to the use of this classification for secretarial or clerical positions, it applies to students working part-time and those who work during the summer.

All employees are classified as exempt and non-exempt according to these definitions:

**Salaried Exempt** - Positions of a managerial, administrative, or professional nature or for outside sales, as prescribed by federal and state labor statutes, which are exempt from mandatory overtime payments.

**Salaried Non Exempt** - Positions of a clerical, technical, or service nature, as defined by statute, which are covered by provisions for overtime payments.

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**Note:** These definitions are illustrative in nature and are not intended as a statement of the law. Refer to the Comment preceding the policy on Overtime Compensation and the Fair Labor Standards Act, and state law.

If you are uncertain as to your status, please contact your supervisor/manager.

## Policy Option 2

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Positions within the company are generally designed to require full-time employees. In certain functions and during some seasons, work schedules and company needs may require the services of other than full-time employees. There are four classifications of employees at «\_CompanyName»:

**Full time** - An employee hired for an indefinite period in a position for which the normal work schedule is 40 hours per week.

**Part time** - An employee hired for an indefinite period in a position for which the normal work schedule is at least 20 but less than 40 hours per week.

**Temporary** - An employee hired for a position for which the scheduled workweek can range from less than 20 to 40 hours, but the position is required for only a specific, known duration, usually less than six months.

Temporary employees do not qualify for regular company benefits.

Provisions in the Fair Labor Standards Act divide all employees into two categories, exempt and non-exempt, with respect to eligibility for overtime payment. They shall be defined as:

**Exempt** - An employee considered to be managerial, administrative, professional or outside sales.

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