

**Effective date:** 01/01/2003

**Revision date:** 09/01/19 – formatting changes only.

## Purpose

To categorize/define employee status, which can drive certain compensation and benefits eligibilities.

## Eligibility

This policy applies to all U.S.-based employees.

## General Provisions

### I. Employees will be classified in one (1) of the following four (4) status categories:

#### A. Regular Full-time

A regular full-time employee is one who is assigned to a position that requires full-time service as determined by the Company (usually 40 hours or more per week), which is established to fill regular and ordinary employment requirements, and which is expected to continue for an indefinite period of time but is terminable at will by either the employee or Company at any time.

#### B. Regular Part-time

A regular part-time employee is one who is assigned to a position that requires less than full-time service as determined by the Company (usually less than 40 hours per week), which is established to fill regular and ordinary employment requirements and which is expected to continue for an indefinite period of time but is terminable at will by either the employee or Company at any time. Regular full-time employees who do not wish to continue working a full-time schedule may request to be reclassified as regular part-time. Such reclassification and assignment is subject to management discretion and control. There is no commitment that such reclassified employee will be reinstated to regular full-time status.

#### C. Temporary

A temporary employee is one who is assigned to a position that requires either full-time or part-time service pursuant to a regular schedule as determined by the Company, which is established due to a circumstance that is expected to continue for a specific period of time or until the occurrence of a specified event, such as the return to work of a regular employee or the completion of a special assignment or project. In no event is the estimate of a specific period of time a guarantee of employment or promise to provide work for such specific time, or a guarantee of compensation in lieu of employment.

#### D. Intermittent

An intermittent employee is one who is employed for work that is irregular or occasional in nature, usually either daily or weekly, on an “as-needed, as-available” basis. Any estimate of time required is merely an estimate and is not a guarantee of employment or promise to provide work for a specific time, or a guarantee of compensation in lieu of employment.

### II. At-Will Employment

Regardless of the employment status assigned to any employee, employment with the Company may be terminated with or without cause and with or without notice at any time, at the option of either the Company or the employee. Nothing contained in these policies shall constitute a part of any employment contract or create a required procedure, practice or policy that must or should be followed prior to terminating an employee's services with the Company.

A. In certain work locations, collective bargaining agreements may be applicable and affect an employee's work status.

B. Other than as delegated under applicable corporate authorities, no employee of the Company is authorized to extend an employment contract or offer employment to any applicant or employee on any basis other than at-will employment.

## Questions

If you have questions, contact [HR Connections](#). For immediate assistance, call 877-812-7547.

The Company establishes programs, policies and procedures appropriate to the business needs and requirements of its various operations and organizations (the “Policies”). Different Policies than those shown here may apply to subsidiary company employees based on business needs, local customs, contractual agreement, or legal requirements. The Company reserves the right to change, amend, or terminate any of the Policies at any time, without notice, subject to applicable law and/or the terms of any applicable collective bargaining agreement or contract. The information provided is not intended to supersede applicable local, state or federal law or the terms or provisions of any current collective bargaining agreement. In the event of conflict, the law or collective bargaining agreement shall prevail. If there are any discrepancies or conflicts between this information and the terms of the official Policies or any underlying insurance contracts, the official Policies and insurance contracts will control your actual benefits. Employees should confirm that the Policies accessed here apply to them and/or their organization before taking any actions.