

Full-Time Employment Policy



Schemata Workshop is committed to providing full-time employment as the primary basis of its workforce. Full-time employees, defined as those working 30 hours a week or more, are eligible for all benefit programs and plans. Part-time employees, defined as those working less than 30 hours a week are eligible for pro-rated sick time, vacation days, and holiday pay.

Full-time employees are expected to average a 40-hour work week, but can set reasonable hours that work for that individual, provided work is acceptable. Schemata Workshop considers collaboration to be an important part of studio life and encourage employees to consider this, along with client expectations, when setting hours.

While Schemata Workshop respects the personal time of its employees and strives to maintain regular working hours, overtime may periodically be required. Hourly, non-exempt employees are eligible for overtime pay, and receive 1.5 times their hourly wage for hours worked beyond the standard 40-hour work week. Paid time off, holidays, or other time off for which an employee is compensated, but not working, does not count toward overtime pay. Salaried, exempt employees are expected to perform their role in the studio within their annual salaried hours. While overtime may be required, additional compensation will not be paid. If workload allows, a salaried employee is encouraged to take reasonable time off immediately following a period of extensive overtime. This time is not intended to be taken hour for hour.