

Employment Classification

To determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, VMDO classifies its staff as shown below. VMDO may review or change employee classifications at any time. VMDO is committed to providing a living wage to all employees in accordance with local guidelines. In addition, VMDO has a commitment to ensuring that the primary basis of the workforce is made up of full-time employees.

- **Exempt.** Exempt staff are paid on a salaried basis and are not eligible to receive overtime pay.
- **Nonexempt.** Nonexempt staff are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.
- **Regular, Full-Time.** Staff who are not in a temporary/contractor status and typically work a 40-hour work week while (with a minimum of 25 hours/week) maintaining continuous employment status. Generally, these staff are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.
- **Regular, Part-Time.** Staff who are not in a temporary status and who are regularly scheduled to work fewer than 25 hours weekly and who maintain continuous employment status. Part-time staff are eligible for some of the benefits offered by the company and are subject to the terms, conditions, and limitations of each benefits program.
- **Temporary, Full-Time.** Staff who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.
- **Temporary, Part-Time.** Staff who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work fewer than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.