



Grace Building
1114 Ave. of the Americas, 15th Floor
New York, NY 10036
212-725-4749
humanscale.com

Full Time Employment

EMPLOYMENT CLASSIFICATIONS

For compensation purposes, each Company team member will be designated at the time of hire as fulltime, part-time or temporary, as determined by the Company: (California team members: special overtime requirements apply to your employment. Please see the California Supplement to this Handbook.)

I. INTRODUCTORY EMPLOYEES

The term "introductory employees" is sometimes used in this Handbook/Manual to refer to those employees who are within their introductory period, i.e., the first 90 days of employment with the Company. At the Company's discretion, the introductory period may be extended for an additional period.

II. REGULAR FULL-TIME EMPLOYEES

An employee who successfully completes the introductory period (including any extension), and is regularly scheduled to work an average of 30 or more hours per week for a period of indefinite duration, is referred to as a regular full-time employee.

III. REGULAR PART-TIME EMPLOYEES

An employee who successfully completes the introductory period (including any extension), and is regularly scheduled to work fewer than an average of 30 hours per week for a period of indefinite duration, is referred to as a regular part-time employee.

IV. TEMPORARY EMPLOYEES

Temporary employees are persons hired to work on special assignment with the understanding that such work will be completed within a specified period of time, usually not to exceed three (3) months. Temporary employees do not become regular employees as a result of the passage of time.

V. SEASONAL EMPLOYEES/INTERNS/CONTRACTORS

Seasonal employees are employees who are hired to work for a specific period of time.

VIII. EXEMPT/NONEXEMPT PROTECTED EMPLOYEES

Exempt employees, by definition, are exempt from earning overtime compensation. Nonexempt employees are employees who are eligible to be paid for overtime work in accordance with the provisions of applicable wage and hour laws. Overtime pay requirements are set forth in the section of this Handbook/Manual entitled "Hours of Work, Overtime, and Pay Day".



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X. CHANGE IN EMPLOYMENT STATUS

The Company may change the employment classification of any employee at any time based on the nature of the employment assignment.