

## **Full Time Employment as a Primary Basis of Biohabitats**

### **Workforce**

Biohabitats is committed to providing full-time employment as the primary basis of our workforce.

All Team Members are classified as either regular or temporary. Regular Team Members are Team Members hired for an indefinite term without a specific termination date. Temporary Team Members are Team Members hired for a defined and limited period with a specific, predetermined termination date. Temporary positions will not be construed at any time as conferring any contractual or other rights for an indefinite term position.

Team Members also are classified as either exempt or nonexempt according to provisions of federal and state law. Biohabitats will designate Team Members as exempt or nonexempt upon hiring or reassignment of duties. Exempt Team Members are those Team Members who are exempt from overtime and minimum wage standards.

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### **Exempt Team Members**

Regular Full-time Team Members are those Team Members who work at least 30 hours per week. Regular full-time Team Members are eligible for all regularly offered benefits as outlined in the Biohabitats Team Handbook. Regular full-time Team Members remain at-will Team Members (as designated by State Law).

Regular Part-time Team Members are those Team Members working fewer than 30 hours per week. Regular part-time Team Members are not eligible for all regularly offered benefits as outlined in the Biohabitats Team Handbook. Regular full-time Team Members remain at-will Team Members (as designated by State Law).

### **Non-Exempt Team Members**

Temporary Team Members are typically non-exempt Team Members who are paid hourly under a Letter of Agreement for a specified period of time. Temporary Team Members are not

eligible for benefits. Temporary Team Members remain at-will Team Members (as designated by State Law).

#### 5% for the Earth

Biohabitats 5% for the Earth program affords opportunities to express Biohabitats Core Values by supporting causes important to Biohabitats mission and Team Members interests. Each fiscal quarter, Biohabitats sets aside five percent (5%) of net profits to support pro-bono work, direct financial contributions or in-kind services to worthy causes. Following the Advice Decision Making process, Team Members may direct the use of these proceeds by seeking guidance with the Values Council.