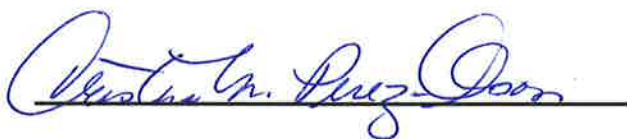


## FULL-TIME EMPLOYMENT POLICY

In order to provide stability and security for all of its employees and their families, Farr Associates is committed to having full-time employees as the primary basis of our workforce. While we acknowledge that individual project and employee commitments will vary, it is our stance that a consistent and stable workforce of full-time, committed individual's provides the best environment for productivity, accountability, and innovation.

- o Full- Time: An employee who works 40 hours per week.
  - Exempt employees are classified as such if their job duties are exempt from the overtime provisions of the Federal and State Wage and Hour Laws. Exempt employees are not eligible for overtime pay. Their salaries are calculated on a weekly basis.
  - Non-Exempt employees receive overtime pay in accordance with an overtime policy. Their salaries are calculated on an hourly basis.
- o Part- Time: An employee classified as exempt or non-exempt who works less than 40 hours per week.
- o Temporary Employees: An employee is hired for a specified project or time frame.
  - Exempt temporary employees is paid according to the terms of hire for the individual
  - Non-exempt temporary employees is paid at an hourly rate
  - Temporary employees do not receive any additional compensation or benefits provided by Farr Associates.



Cristine M. Perez-Olson, Operations Manager