

Sample A: Example of Employee classifications

EMPLOYEE TYPE	EXEMPT	NON-EXEMPT
FULL-TIME REGULAR EMPLOYEE	<ul style="list-style-type: none"> • Has completed the orientation period & works at least 35 hours per week. • Is eligible for company benefits • Does not receive overtime pay because work duties are exempt from both state and federal wage & hour laws. • Exempt employees are not required to record their hours of work. Work and all paid time off is recorded for administrative purposes. • Exempt employees are not paid by the hour. • Employees in this classification are typically management positions. 	<ul style="list-style-type: none"> • Has completed the orientation period & works at least 35 hours per week. • Is eligible for company benefits • Receives overtime pay in accordance with state and federal wage and hour laws • Is required to record his/her hours of work • Non-Exempt employees are paid by the hour. • Employees in this classification are typically all positions designated as non-management
EMPLOYEE DURING ORIENTATION PERIOD	<ul style="list-style-type: none"> • A new employee who has not completed the orientation period of employment • Not eligible for Company-sponsored benefits until completion of the orientation period • Other items are the same as “Exempt Full-time Regular Employee” 	<ul style="list-style-type: none"> • A new employee who has not completed the orientation period of employment • Not eligible for Company-sponsored benefits until completion of the orientation period • Other items are the same as “Non-Exempt Full-time Regular Employee”
PART-TIME EMPLOYEE	<p>Employees who are regularly scheduled to work less than 35 hours per week. Part-time employees are not eligible to receive any employee benefits. Part-time employees are on the Company payroll and receive all legally required benefits</p>	
TEMPORARY EMPLOYEE	<p>Employees who are typically employed through a temporary employment agency or another company</p>	
TRANSFEREES	<p>Transferees are employees from the Company’s headquarters in Japan and any other affiliated companies. These employees are assigned for a certain period of time to coordinate activities between the headquarters and the Company in the United States, and provide training to local Company staff. Transferees do not participate in local compensation and benefit programs as they are governed by separated programs, many of which are dictated by Japanese law.</p>	