

## **201 Employment Categories**

**Effective Date 9/17/2020**

It is the intent of FMC to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and FMC.

Each employee is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws. NON-EXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work no less than 30 hours per week. Generally, they are eligible for FMC's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work 22 hours or more but less than 30 hours per week. Regular part-time employees are eligible for some benefits sponsored by FMC, subject to the terms, conditions, and limitations of each benefit program.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position with FMC is appropriate. Employees who satisfactorily complete the probationary period of 90 days will be automatically considered in their new employment classifications unless otherwise notified by FMC.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of FMC's other benefit programs.

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CASUAL employees are those who have established an employment relationship with FMC but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of FMC's other benefit programs.

### **202 Access to Personnel Files**

**Effective Date 1/1/2020**

FMC maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, and salary increases, and other employment records.

Personnel files are the property of FMC, and access to the information they contain is restricted. Generally, only supervisors and management personnel of FMC who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Director of Human Resources. With reasonable advance notice, employees may review their own personnel files in FMC's offices and in the presence of an individual appointed by FMC to maintain the files.

### **203 Employee Reference Checks**

**Effective Date 9/1/1998**

To ensure that individuals who join FMC are well qualified and have a strong potential to be productive and successful, it is the policy of FMC to check the employment references of all applicants.

Human Resources will respond to all reference check inquiries from other employers. Responses to such inquiries will be limited to factual information that can be substantiated by FMC's records. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

### **204 Personnel Data Changes**

**Effective Date 9/1/1998**

It is the responsibility of each employee to promptly notify FMC of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational

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accomplishments, and other such status reports should be accurate and current at all times. If any personal data has changed, it is the employee's responsibility to notify Human Resources in writing of any and all such changes.

### **205 Probationary Period**

**Effective Date 1/1/2020**

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. FMC uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or FMC may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first ~~fourteen weeks~~ twelve weeks 90-calendar days after their date of hire. Employees who are promoted or transferred within FMC must complete a secondary introductory period of the same length with each reassignment to a new position. Any significant absence will automatically extend an introductory period by the length of the absence. If FMC determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

In cases of promotions or transfers within FMC, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary introductory period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and FMC's needs.

Upon satisfactory completion of the initial introductory period, employees enter the appropriate employment classification.

During the initial introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security and other benefit programs, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

Benefits eligibility and employment status are not changed during the secondary introductory period that results from a promotion or transfer within FMC.

### **206 Recommendations of Former Employees**

**Effective Date 2/22/05**

No employees will give verbal or written recommendations for former employees. All requests for employment verification are to be directed to Human Resources.

## **208 Employment Applications**

**Effective Date 9/1/1998**

FMC relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in FMC's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

## **209 Employment Positions & Property Classifications**

**Effective date 1/1/2007**

FMC categorizes employment levels in the site positions based on experience and training. Please refer to Exhibit 1 in the Appendix of the Employee Handbook.

FMC estimates the number of hours required at each property by the site personnel primarily on Exhibit 2 in the Appendix of the Employee Handbook. Actual hours scheduled may differ from the calculated hours due to adjustments for the needs of each location.

## **210 Annual Performance Evaluation**

**Effective Date 1/1/2020**

Employees based at our properties will receive an annual evaluation coinciding with their each individual hire date. Employees are rated according to established criteria which is directly related to the key functions of the position. Employees who do not receive a satisfactory rating will be provided an additional 90 days to bring any gaps up to the expected level, if FMC feels it is in the best interest of all parties involved.

The District Manager will review the performance evaluation with each employee and will discuss the past outcomes and any goals for the coming year.