# Policy: HR – Employment

Purpose: To clarify employment eligibility for [Company Name].

## Policy:

[Company Name] will employ only the most qualified candidates for available positions.

### Procedural Guidelines:

To be considered for employment, applicants must be at least 18 years of age, accurately complete an employment application, pass a pre-employment physical (including drug screening), pass the pre-hire testing and consent to a complete background check

Every applicant, if employed, will be considered a “probationary employee” for the first 90 days of employment. All employees are considered to be at-will employees and can terminate or be terminated at any time, with or without cause.

The company may consider hiring minors (under 18 years old) for certain non-operational positions. To be considered for employment, the minor must provide the appropriate working papers and complete the same process as applicants over 18.

The company will use the following employment classifications when referring to an applicant or a current or former employee:

* Exempt—an employee who is exempt from the overtime pay provisions of the Fair Labor Standards Act. These employees are generally in positions as supervisors, managers, administrators, salespersons or professionals and do not receive overtime pay for working more than 40 hours in a week.
* Non-exempt—an employee who is paid on an hourly basis and who is eligible for overtime according to federal and state laws.
* Full-time—an employee who works a regularly scheduled minimum of 40 hours per week.
* Part-time—an employee who is regularly scheduled to work a minimum of [\_\_\_\_] hours per week.
* Per diem—an employee who works on an occasional basis but maintains a minimum of [\_\_\_\_] hours each 30-day period.

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_