



## La Posada Providencia's EMPLOYEE CLASSIFICATION POLICY

**La Posada Providencia** (the “Company”) recognizes every contribution made by any employee, on behalf of the Company, is an integral part of our overall journey to success. Employees will fall within one of the Employment and FLSA Classifications listed below. All candidates and employees will be informed of these classifications upon hire and informed, in writing, of any subsequent changes to their classifications thereafter.

### *Employment Classifications*

**Full-Time Employees** - Employees who regularly work at least 40 hours per week who were not hired on a short-term basis.

**Part-Time Employees** - Employees who regularly work fewer than 40 hours per week who were not hired on a short-term basis.

**Short-Term Employees** - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-Term employees generally are not eligible for Company benefits, but are eligible to receive statutory benefits applicable under local, state or federal law.

### *FLSA Classifications*

In addition to the above classifications, employees are categorized as either "exempt" or "non-exempt" for purposes of federal and state wage and hour laws.

Employees classified as **exempt** are not eligible to receive overtime pay; they generally receive the same bi-weekly salary regardless of hours worked within the pay cycle. It is the policy of the Company to comply with the "salary basis" requirements of the FLSA with regard to exempt employees. If an employee believes that an improper deduction has been made to their salary, they should immediately report this information to their direct supervisor. For more information regarding this matter, see your Company’s “Safe Harbor” policy.

Employees classified as **non-exempt** are eligible to receive overtime pay, calculated on the number of hours worked bi-weekly and in accordance with any applicable local, state and federal law. Non-exempt employees may also be eligible for Meal and Rest Breaks under applicable local, state and federal law. For more information regarding this matter, see the Company’s “Overtime” and “Meal and Rest Break” policies.