

Employee Classification Policy Template

1. Purpose:

This policy outlines the classification of employees within our organization to ensure consistency and fairness in employment practices.

2. Scope:

This policy applies to all employees, including full-time, part-time, temporary, and contract workers.

3. Classification Criteria:

Employees will be classified based on their job duties, responsibilities, and employment status. Classification will be determined in accordance with federal and state laws governing employment classification.

4. Exempt vs. Non-Exempt Employees:

Employees will be classified as either exempt or non-exempt based on the Fair Labor Standards Act (FLSA) guidelines. Exempt employees are not eligible for overtime pay, while non-exempt employees are eligible for overtime pay for hours worked over 40 in a workweek.

5. Independent Contractors:

Independent contractors will be classified based on the Internal Revenue Service (IRS) guidelines for determining independent contractor status. Independent contractors are not considered employees and are responsible for their own taxes and benefits.

6. Reclassification:

Employees may be reclassified if there are changes in their job duties or responsibilities that warrant a change in classification. Any reclassification will be done in compliance with applicable laws and regulations.

7. Compliance:

It is the responsibility of HR and hiring managers to ensure compliance with this policy and all relevant laws and regulations regarding employee classification.

*For more information on employee classification, please refer to the Department of Labor's website:
<https://www.dol.gov/>.*