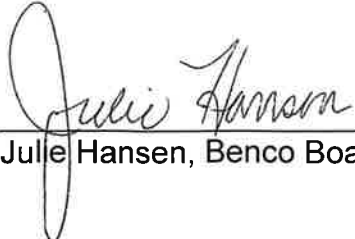


**BENCO
Personnel Manual**

DEFINITION OF TERMS

- PROBATIONARY PERIOD:** The probationary period lasts 6 months from the employee's date of hire or promotion.
- EXEMPT EMPLOYEE:** Is a Bona fide Executive, Administrative or Professional employee as defined by the Fair Labor Standards Act. Such employees are exempt from overtime requirements of the Act if the employee meets the exemption test requirements of the Fair Labor Act.
- NON-EXEMPT EMPLOYEE:** Employees whose position does not meet the exemption test under the Fair Labor Standards Act. Non-Exempt employees are paid one and one-half of the employee's regular rate of pay for any hours worked in excess of 40 hours in a one-week period. Those hours can be computed at an hourly or salaried rate.
- EMPLOYEE STATUS:** Full time=30-40 regularly scheduled hours a week.
Half-time=20-29 regularly scheduled hours per week.
Part time=1-19 regularly scheduled hours a week.
Substitute=an employee who does not have any regularly scheduled hours.
- CONTRACTED PERSON:** Does not qualify as an employee and is not entitled to any of the benefits in this manual.
- EXEMPT EMPLOYEE:** Work Week-Saturday 12:00 a.m. through Friday 11:59 p.m.
- NON-EXEMPT EMPLOYEE:** Work Week-Monday 12:00 a.m. through Sunday 11:59 p.m.

Approved By: 
Julie Hansen, Benco Board President

Date: 7/21/22