**Employee Classification Policy**

**1. Purpose:**

The purpose of this policy is to establish guidelines for the proper classification of employees as exempt or non-exempt under applicable labor laws, and to ensure compliance with overtime pay regulations.

**2. Scope:**

This policy applies to all employees of [Your Company Name], including full-time, part-time, and temporary staff.

**3. Definitions:**

a. Exempt Employees:

- Employees exempt from overtime pay regulations due to the nature of their job duties and salary level.

b. Non-Exempt Employees:

- Employees eligible for overtime pay in accordance with applicable labor laws.

**4. Classification Criteria:**

Employee classifications will be determined based on the following criteria:

a. Job Duties:

- Exempt employees typically perform duties that involve executive, administrative, or professional responsibilities.

- Non-exempt employees are generally engaged in non-managerial, operational, or support roles.

b. Salary Basis:

- Exempt employees receive a salary that meets or exceeds the minimum threshold set by relevant labor laws.

- Non-exempt employees are compensated on an hourly basis and are eligible for overtime pay.

**5. Exempt Categories:**

The following categories are generally considered exempt:

a. Executive

b. Administrative

c. Professional

d. Outside Sales

e. Computer Employees

**6. Overtime Eligibility:**

* Non-exempt employees are eligible for overtime pay as per applicable labor laws.
* Overtime pay will be calculated based on hours worked beyond the standard workweek.

**7. Record Keeping:**

Accurate records of hours worked, including overtime hours, will be maintained for all non-exempt employees.

**8. Review and Reclassification:**

* Employee classifications will be periodically reviewed to ensure ongoing compliance with labor laws.
* If job duties or salary levels change significantly, reclassification may be necessary.

**9. Communication:**

* Employees will be informed of their classification at the time of hire and whenever changes occur.
* Questions regarding classification should be directed to the Human Resources department.

**10. Non-Retaliation:**

[Your Company Name] prohibits retaliation against any employee who raises concerns or seeks clarification regarding their classification.

**11. Approval:**

This Employee Classification Policy has been approved by [Name/Title] on [Date].

**Review and Update:**

This policy will be reviewed annually or as needed to ensure compliance with current labor laws.

**Note:**

*This template is a general guideline. It's crucial to consult with legal professionals to ensure compliance with specific labor laws in your jurisdiction.*