**DEFINITIONS OF EMPLOYEES STATUS**

**“EMPLOYEES” DEFINED**

An “**employee**” of Two Trees Olive Oil is a person who regularly works for Two Trees Olive Oil on a wage or salary basis. “Employees” may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons, and others employed with the Company who are subject to the control and direction of Two Trees Olive Oil in the performance of their duties.

**EXEMPT**

Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are **exempt** from overtime pay requirements.

**NON-EXEMPT**

Employees whose positions do not meet FLSA criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.

**REGULAR FULL-TIME**

Employees who have completed the **90-day probationary period** and who are regularly scheduled to **work 35 or more hours per week**. Generally, they are eligible for the Company’s benefit package, subject to the terms, conditions, and limitations of each benefit program.

**REGULAR PART-TIME**

Employees who have completed the **90-day probationary period** and who are regularly scheduled to **work less than 35 hours per week**.

**TEMPORARY (FULL-TIME or PART-TIME)**

Those whose **performance is being evaluated** to determine whether further employment in a specific position or with the Company is appropriate or individuals who are hired as interim replacements to assist in the completion of a specific project or for vacation relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. They are not eligible for any of the Company’s benefit programs.

**PROBATIONARY PERIOD FOR NEW EMPLOYEES**

A new employee **whose performance is being evaluated** to determine whether further employment in a specific position or with Two Trees Olive Oil is appropriate. When an employee completes the probationary period, the employee will be notified of his/her new status with Two Trees Olive Oil.