DEFINITIONS OF EMPLOYEES STATUS

NOTE: Questions about your employee status should be directed to your supervisor or the Two Trees Oil Director of Human Relations.

# Definition of employee

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, regular full-time employees are eligible for the Company’s benefit package subject to the terms, conditions, and limitations of each employee 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.