

Tender Care Medical Services, Inc.

POLICY & PROCEDURES

Title: Employee Classifications

Original Issue Date: 10/01/2025

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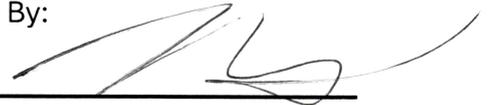
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Review Date:

Revision Date:

Originating Department: Human Resources

Approved By:



Purpose:

For purposes of salary administration, benefits and eligibility for overtime payments, all employees shall be assigned an employee classification and status.

Employee Classifications:

Regular An employee who is scheduled to work every week on a regular basis.

PRN or Per Diem An individual who is employed on an as-need basis and is not regularly scheduled to work. PRN/Per Diem employees are not eligible for merit increases.

Temporary An employee who is employed on a temporary or limited basis, as designated by TCMS, whether or not that employee is regularly scheduled to work. The temporary employee works full-time or part-time during the period of temporary employment.

Full-Time A full-time employee for staffing purposes is regularly scheduled to work and/or who works 30 hours or more per week.

Part-Time A part-time employee for staffing purposes is regularly scheduled to work and/or one who works less than 30 hours per week.

When employee hours are increased from part- time to full- time, this reclassification is not a promotion (increase in hours only) but is for eligibility purposes in our health and benefits programs.