



GSI POLICY NUMBER HR-	REVISION # 1	EFFECTIVE DATE: NOV 1 2016	NUMBER OF PAGES 1
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"PROVIDING THE WARRIOR THE RIGHT SOLUTIONS AT THE RIGHT TIME"

Policy Title: Employee Classifications

Purpose

Employee Classification

GSI classifies employees for the purposes of compensation administration and in compliance with all applicable laws. In addition to the classifications described herein, GSI may supplement the regular workforce, as needed, with other forms of flexible staffing. This policy is administered by the Corporate Human Resources Department. If you have any questions about payroll procedures or compensation, please direct them to the Corporate Human Resources Hotline 318-675-9418. GSI reserves the right to modify its payroll and compensation practices at any time with or without notice.

Employees generally will be categorized as follows:

- a. A full-time employee is an individual who normally works a scheduled forty-hour (or more) workweek and is hired for an indefinite period.
- b. A part-time employee is an individual who generally works less than a forty-hour workweek and is hired for an indefinite period. A part-time employee is classified as nonexempt.
 - GSI has two part-time employee classifications.
 - Part-time Regular employee is an employee who is scheduled to work at least 30 hours per week and is hired for an indefinite period.
 - Part-time Irregular employee is an employee who works irregular hours or less than 30 hours per week and is hired for an indefinite period.

Non-Exempt Employees

Non-Exempt employees are paid on an hourly basis and entitled to overtime at the rate of 1 ½ times their regular hourly rate for hours worked in excess of 40 in a work week (Monday – Sunday), unless state law provides for a different method of calculation. Working overtime is permitted only if authorized and approved in advance by your GSI supervisor. Only actual hours worked will count toward computing weekly overtime pay.

Exempt Employees

Exempt employees are paid on a salary basis and are not eligible for overtime pay regardless of the number of hours they work. Deductions may be made from the salaries of exempt employees only when an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability (including work-related accidents). Deductions may be made in accordance with a bona fide plan, policy or practice of providing compensation for loss of salary to offset any amounts received by an employee such as military pay, intermittent Family Medical Leave Act (unpaid) or other defined federal or state compensation offset for a particular week against the salary due.

When an exempt employee takes unpaid leave under the Family and Medical Leave Act, he or she may be paid a proportionate part of the full salary for time actually worked.

GSI is committed to compliance with the FLSA regarding deductions from the pay of exempt employees. If you believe that improper deductions have been made from your pay, please notify the Corporate Human Resources immediately.

Full-time employees are generally eligible for paid absences (leave) and holidays. An employee whose status changes from full-time to part-time will be paid for any unused accrued leave earned as a full-time employee. An employee whose status changes from part-time to full-time will be credited with service based on the original date of hire or adjusted date of hire, for leave and service award purposes, in the event the employee is a rehire. Information concerning eligibility for other GSI benefits is available from the Plan Documents on file in the Corporate Human Resources Department.

All employees, regardless of classification, are generally considered to be employed "at will" and may quit or be terminated at any time and for any lawful reason.