

	<b>Human Resource Policy Employment &amp; Hiring Practices</b>	<b>No. HR.EHP.13</b>
	<b>Title:</b>  <b>EMPLOYMENT CATEGORIES</b>	<b>Page:</b> 1 of 3
		<b>Effective Date:</b> 11-30-18
		<b>Retires Policy Dated:</b> 01-01-15
		<b>Previous Versions Dated:</b> 09-27-11; 01-01-09; 04-01-03; 11-01-00; 01-01-93

## I. SCOPE:

This policy applies to (1) Tenet Healthcare Corporation and its wholly-owned subsidiaries and affiliates (each, an “Affiliate”); (2) any other entity or organization in which Tenet Healthcare Corporation or an Affiliate owns a direct or indirect equity interest greater than 50% ; and (3) any hospital or healthcare entity in which Tenet Healthcare Corporation or an Affiliate either manages or controls the day-to-day operations of the entity (each, a “Tenet Entity”) (collectively, “Tenet”).

## II. PURPOSE:

This policy provides information regarding the employment categories used at Tenet Entities so that employees understand their employment status and benefits eligibility.

## III. DEFINITIONS:

- A. **“REGULAR FULL-TIME”** employees are those who are not in a temporary status and who are regularly scheduled to work a full-time schedule of 30 hours or more per week. Generally, regular full-time employees are eligible for Tenet’s benefits, subject to the actual terms, conditions, and limitations of each benefit program’s plan documents;
- B. **“REGULAR PART-TIME”** employees are those who are not assigned to a temporary status and who are scheduled to work less than a full-time schedule. While they receive all legally mandated benefits (such as Social Security and Workers’ Compensation Insurance), they may not be eligible for some or all of Tenet’s other benefit programs, subject to the actual terms, conditions, and limitations of each benefit program’s plan documents. There are two sub-categories of regular part-time:
  1. Part-Time 1- employees who are scheduled to work 24 hours per week or more
  2. Part-Time 2 - employees who are scheduled to work less than 24 hours per week.
- C. **“TEMPORARY”** employees are hired as interim replacements to temporarily supplement the work force or to assist in the completion of a specific project. Employment assignments in this category can be either full or part-time and are of limited duration, usually no more than six (6) months. Employment beyond any initially stated time period does not imply a change in employment status.

	<b>Human Resource Policy Employment &amp; Hiring Practices</b>	<b>No. HR.EHP.13</b>
	<b>Title:</b>  <b>EMPLOYMENT CATEGORIES</b>	<b>Page:</b> 2 of 3
		<b>Effective Date:</b> 11-30-18
		<b>Retires Policy Dated:</b> 01-01-15
		<b>Previous Versions Dated:</b> 09-27-11; 01-01-09; 04-01-03; 11-01-00; 01-01-93

Temporary employees retain their status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as Workers' Compensation Insurance and Social Security), they are not eligible for all of Tenet's other benefit programs;

- D. "PER DIEM" employees are those who work on an "as needed" basis as defined by an authorized decision maker.
- E. "INDEPENDENT CONTRACTORS" are individuals or entities who perform certain services for the company on an as needed basis and who, among other things, exercise control over the services performed and the manner in which those services are performed. **Independent Contractors are not employees of Tenet, an Affiliate or a Tenet Entity.** Independent Contractors must meet IRS definitions. See Human Resources for further information.

#### IV. POLICY:

At Tenet, providing a variety of different types of employment meets our employees' and businesses' needs. Setting a clear expectation between an employee and the company of an employee's status is a fundamental our commitment that our employees, "know what is expected." In addition to the expectation of time worked, employment categories have implications to benefits eligibility and actual employment.

It is the intent of Tenet to clarify the definitions of employment classifications so that employees understand their employment status and benefits eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the facility.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws.

#### V. PROCEDURE:

- A. Tenet Entity Human Resources
  - 1. Collaborate with the Compensation group to determine whether a particular position meets the applicable test for an exemption from overtime pay requirements under state or federal law. Compensation will consult with the Legal Department as needed to ensure compliance with all applicable laws.

	<b>Human Resource Policy Employment &amp; Hiring Practices</b>	<b>No. HR.EHP.13</b>
	<b>Title:</b>  <b>EMPLOYMENT CATEGORIES</b>	<b>Page:</b> 3 of 3
		<b>Effective Date:</b> 11-30-18
		<b>Retires Policy Dated:</b> 01-01-15
		<b>Previous Versions Dated:</b> 09-27-11; 01-01-09; 04-01-03; 11-01-00; 01-01-93

2. Review all job descriptions to ensure their accuracy and to ensure that each position has been properly classified as either exempt or nonexempt from overtime pay requirements.
3. Monitor Personnel Change Notices (PCN) or equivalent for compliance with designations under this policy.

**B. Enforcement**

All employees whose responsibilities are affected by this policy are expected to be familiar with the basic procedures and responsibilities created by this policy. Failure to comply with this policy will be subject to appropriate performance management pursuant to all applicable policies and procedures, up to and including termination. Such performance management may also include modification of compensation, including any merit or discretionary compensation awards.