

Cornerstone Behavioral Healthcare

PM.4 Employment

General

1. Upon employment, each employee, with the exception of temporary employees, shall receive the following:
 - a. A copy of their job description, which specifies the duties and responsibilities of the position
 - b. A letter stating conditions of employment, including wage/salary, employee benefits, whether salaried or hourly, number of hours to be worked if hourly, whether regular or temporary, and whether subject to or exempt from the Fair Labor Standards Act
 - c. A copy of this Personnel Manual
2. Cornerstone Behavioral Healthcare (CBH) will maintain a personnel record for each employee, affiliate, and student.*

Employee Classification

1. **Regular Employees:**
 - a. A regular full-time employee is hired without a pre-determined termination date, and works thirty (30) to forty (40) hours per week.
 - b. A regular part-time employee is hired without a pre-determined termination date, and works less than (30) hours per week.
 - c. A regular per diem employee is paid on the basis of billable hours produced for each week. Earnings will be reported on a W-2.
2. **Temporary Employees:**
 - a. Temporary employees, whether full-time or part-time, are hired to perform a specific task, usually with a pre-determined termination date, and are hired on an "as needed" basis.

Documentation of Time Worked

CBH employees in all classifications, whether exempt or non-exempt, are required to submit a time sheet or time card to document the amount of time they have worked. Time sheets for all employees must be approved by the employee's supervisor before submission to the Payroll Department. For clinicians, time sheets must be submitted daily. For other employees, time sheets must be submitted bi-weekly.

Non-Employee Workers

CBH may utilize, as necessary and when appropriate, the services of professional sub-contractors to provide services to clients on CBH's premises. These providers are not eligible for CBH employee benefits or other legal distinctions associated with employment. They are paid solely on the basis of billable hours produced and are paid on a weekly basis. Earnings will be reported on a 1099.

Frank Willard

CEO

10/16/2024

Date

*As specified in 10-144 CMR Ch. 123.Sec 13.A