

Cornerstone Behavioral Healthcare

PM.4 Employment

PURPOSE

To define the categories of employment within Cornerstone Behavioral Healthcare and to outline the general terms associated with each classification. This policy ensures consistency and transparency in the administration of employee pay, benefits, and expectations.

SCOPE

This policy applies to all employees of Cornerstone Behavioral Healthcare, regardless of position, department, or work location.

POLICY STATEMENT

All employees of Cornerstone Behavioral Healthcare are classified according to their employment status and the nature of their position. These classifications determine eligibility for benefits, pay practices, and other conditions of employment.

EMPLOYMENT CLASSIFICATIONS

Regular Employees: Regular employees are hired without a predetermined termination date and are expected to maintain continuous employment with Cornerstone Behavioral Healthcare.

Full-Time Employee:

- A regular full-time employee is regularly scheduled to work between thirty (30) and forty (40) hours per week. Full-time employees are generally eligible for all organization-sponsored benefits, subject to the terms and conditions of each benefit plan.

Part-Time Employee:

- A regular part-time employee is regularly scheduled to work fewer than thirty (30) hours per week. Part-time employees may be eligible for certain limited benefits, as determined by the organization and applicable benefit plan documents.

Per Diem Employee:

- A regular per diem employee works on an as-needed basis and is compensated based on billable hours produced each week. Per diem employees are not guaranteed a set schedule or a minimum number of hours and may be eligible for certain limited benefits, as determined by the organization and applicable benefit plan documents. Earnings are reported on a Form W-2.

Temporary Employees: Temporary employees, whether full-time or part-time, are hired to perform a specific task or fill a temporary staffing need for a limited period of time, typically with a predetermined termination date. Temporary employees are hired on an as-needed basis and are not eligible for benefits, unless required by law.

AT-WILL EMPLOYMENT

Employment with Cornerstone Behavioral Healthcare is considered "at-will." This means that either the employee or the organization may terminate the employment relationship at any time, with or without cause or notice, unless otherwise specified by a written employment agreement approved by the CEO.

RESPONSIBILITY

Human Resources is responsible for assigning and maintaining accurate employee classifications and for ensuring compliance with applicable laws and organizational policies.

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Non-Employee Workers

CBH may utilize, as necessary and when appropriate, the services of professional subcontractors 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

12/08/2025

Date