

<b>Institute for Medical Research, Inc.</b>	<b>Policy on Employment Applications and Categories</b>	No. 201	
		Effective Date 4/14/09	
		Revision Date 4/4/11	
		Final Approval	Approved by IMR Board of Directors: 11/4/10

**Purpose**

To establish and clarify employment applications and categories.

**Scope**

IMR Applicants, Employees and Investigators

**Policy**

**Employment applications and background information**

IMR relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the employment process. Any misrepresentations, falsifications or material omission in any of this information or data may result in the exclusion of the individual from further consideration for employment, or if the person has been hired, termination of employment.

To ensure that individuals who join IMR are well qualified and have a strong potential to be productive and successful, it is the policy of IMR to check the employment references of applicants. In addition, applicants and/or employees may be subject to additional reference checks, security clearances and verification of education, employment, licenses, certifications, etc. as required by the VA.

**Employment Categories**

It is the intent of IMR to clarify the definitions of employment categories so that employees understand their employment status and benefit eligibility. These categories do not guarantee employment for any specified period of time.

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. An employee's EXEMPT or NONEXEMPT classification may be changed only upon notification by IMR management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are regularly scheduled to work full-time schedule. Generally, they are eligible for IMR's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are regularly scheduled to work less than the full-time work schedule, -. Regular part-time employees are eligible for some benefits sponsored

by IMR, subject to the terms, conditions, and limitations of each benefit program. Part time employees working an average of less than 15 hours per week, will not accrue leave.

In addition to one of the above described employment categories, all IMR employees involved in a research project **must** also be placed on a Without Compensation (WOC) Appointment with the Durham Veterans Affairs Medical Center. This appointment carries no additional duties or benefits, but allows IMR employees the opportunity to work at the Durham VA Medical Center.