Every Mobileye employment contract is characterized by *each* of the following components.

|  |  |  |  |
| --- | --- | --- | --- |
| Pay Rate Type | Time Type | Employee Type |  |

Each of these is addressed upon extending the job offer, and details of every employee’s contract can be seen in their personal file in Workday. If you are planning to make any changes to an employee’s employment terms and type, it’s important that you have a thorough understanding of the following definitions and possible combinations.

**Employee Type**

|  |  |
| --- | --- |
| **Possible values** | **Definition** |
| Regular | A permanent employee with a standard employment contract. |
| Student | A student who works while pursuing an academic education; such an employee is committed to a lower number of working hours than a full-time position. Please note that an **active transition** from being a regular employee to this type of employee (as opposed to one who was initially hired as a student) requires approval at the SVP level and above. |
| Temporary contract employee (Fixed term) | A temporary employee with a defined employment period (usually for maternity leave replacement or temporary project assignments). This type of employment requires approval from the HR department by communicating directly with the unit’s relevant HRBP. |
|  | An employee in a temporary internship position. |

**Pay Rate Type**

This is the employee's wage agreement structure. The type of agreement impacts various aspects of the employment terms (e.g., the calculation of vacation and sick days). It’s important to ensure that the employee is defined properly under the appropriate agreement.

|  |  |
| --- | --- |
| **Possible values** | **Definition** |
| Global | An employee whose salary is calculated based on a full-time workweek regardless of the actual working hours. |
| Global part time - short days | An employee whose salary is calculated based on a full-time workweek but works less than a full-time work week (for example, working 5 days a week but not full days). The minimum possible scope of employment for this agreement is 40% (below which it would be classified as an hourly agreement). |
| Global part time - short week | An employee whose salary is calculated based on a number of days that is less than 5 full workdays per week but works full days (for example, working 4 full days per week). The possible scopes of employment for this agreement are 80% / 60% / 40%. |
| Hourly | An employee whose salary is calculated based on the actual working hours reported each month. Hourly status is a unique status at Mobileye and suitable for student employees. An employee who is not a student can be classified as an hourly employee after approval from a VP-level manager or higher. |

**Time Type**

This value defines the employee’s scope of position:

|  |  |
| --- | --- |
| **Possible values** | **Definition** |
| Full-time | For student, global, and hourly employees (even if the hourly employee does not work full-time). |
| Part-time | For global employees only (global part-time - short days / short weeks).  Hourly employees cannot be classified as part-time employees. |

**Possible combinations of different components**:

Regular and temporary employees can work full-time or part-time, and the type of agreement can be global (any type).

When employing a student or intern, the customary wage agreement is hourly.

Following are common combinations of scopes of employment and agreement types:

|  |  |  |
| --- | --- | --- |
| **Employee Type** | **Time Type** | **Pay Rate Type** |
| Regular | Full time | Global |
| Regular | Full time | Hourly |
| Regular | Full time | Hourly - Shifts |
| Regular | Part time | Global part time - short days |
| Regular | Part time | Global part time - short week |
| Student | Full time | Hourly |
| Student | Full time | Hourly - shifts |
| Temporary contract employee | Full time | Global |
| Temporary contract employee | Full time | Hourly |
| Temporary contract employee | Part time | Global part time - short days |

**Changes to a current employment agreement**:

Changes related to an employee's employment agreement (and the specified values in this procedure) require the approval and support of the HR department and the payroll unit.

These changes require examination and consideration of aspects such as the unit's available positions, contract production, adapting the agreement components to the company’s accepted practices, and more. You can read about common changes for different types of employment in the Contract Change Policy procedure.

- Changes can be updated from the beginning of the current month or in the future, but not retroactively.

- The number of weekly working hours for the standard global employment contract is derived from the labor policies in the employee’s country of employment. Specifications of weekly working hours and employment capacities can be found **here**.  
Click **here** for additional information on entering updates in the **Workday system**.