

# Employee Groups: Administrative/Support Staff

## Date

8/20

Each of the employee categories in Section B.3, Employee Categories, consists of five types of employment as described below:

## Regular Full-Time (75% ≥)

Administrators (exempt) and support (non-exempt) staff members are considered regular full-time if they are scheduled to work on a regular annual basis at least nine continuous months or for at least 1,462 hours (at least an average of 28.12 hours/week) Such employment is normally not limited to a specified time or by position funding.

## Regular Part-Time (50-74%)

Administrators and support staff members are considered regular part-time if they work a schedule of less than 1,462 hours annually (less than an average of 28.12 hours/week). Such employment is normally not limited to a specified time or by position funding. Regular part-time employees who work a schedule of less than 1,462 hours annually (less than an average of 28.12 hours/week) but more than 975 annually (more than an average of 18.75 hours/week) are eligible for partial benefits (see section C). Employees who work less than 975 hours annually (less than an average of 18.74 or fewer hours/week) on a fiscal year basis do not normally receive any employee benefits.

## Temporary

A temporary employee is an employee who is scheduled to work for a specific, limited length of time. The limited length of time may be due to temporary funding or the position may only be needed temporarily.

### Temporary Administrators

Temporary full-time administrators are in exempt, salaried positions that are planned for a period of not more than two (2) years and have no hours-per-week limitations, in which case they would ordinarily be eligible for some benefits. Occasionally, temporary administrators may be in part-time positions, which are limited to working no more than twenty-eight (28) hours per week, in which case they may be eligible for partial benefits. Temporary administrators in part-time positions which are limited to working no more than 18.74 hours per week are not eligible for benefits.

A temporary administrator who receives an assignment for a third consecutive year shall no longer be considered a temporary employee but shall be considered a Regular Full-Time Administrator or Regular Part-Time Administrator, as applicable based upon the number of hours worked, for all intents and purposes including but not limited to benefits eligibility (although funding for the position may continue to be temporary).

### Temporary Support Staff

Temporary full-time support staff employees are in non-exempt (overtime eligible, hourly paid) positions that are planned for a period of six (6) months or less. Occasionally, temporary support staff employees may be in part-time positions planned for less than six (6) months, in which case they ordinarily do not earn benefits and are limited to working no more than twenty-eight (28) hours per week. Temporary support staff in part-time positions which are limited to working no more than 18.74 hours per week are not eligible for benefits.

A temporary support staff member who receives an assignment for more than six (6) months shall no longer be considered a temporary employee but shall be considered a Regular Full-Time Support Staff member or Regular Part-Time Support Staff member, as applicable based upon the number of hours worked, for all intents and purposes, including but not limited to benefits eligibility (although funding for the position may continue to be temporary).

## Casual

Casual employees are those employees who are hired on a call-in, as needed basis. A casual employee cannot work more than 975 hours on a fiscal year basis and may not average more than 28 hours per week. Casual employees are not eligible for benefits.

## Seasonal

A seasonal employee performs services on a seasonal basis of the kind exclusively performed in certain seasons or periods of the year, and which, from its nature, may not be continuous or carried on throughout the year. Seasonal employees must not have been employed by USI in the last six (6) months and must not be re-hired by USI in the six (6) months following their seasonal employment, unless hired in a full-time position. Human Resources must confirm eligibility for seasonal employment; if eligible, the employee may work full-time hours. Seasonal employees are not eligible for benefits.

<b>NOTE:</b>	Student Workers and Graduate assistants are not considered employees for purposes of handbook sections B, C and D, except as required by provisions of the Affordable Care Act. For additional information refer to Section B.7 and B.8, Administrative Procedures for Student Workers and Administrative Procedures for Graduate assistants, respectively.
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