

# Saint Joseph's College

## Policy Manual

### Human Resources

**Section Name:** Employment Policies

**Section Number:** 3.08

**Effective Date:** 1/31/2018

### **SUBJECT: Employment Classification and Status**

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#### **Purpose:**

Saint Joseph's College provides the definitions of employment classifications and statuses to provide staff an understand their employment category and benefits eligibility. These classifications do not guarantee employment for any specified period of time. Saint Joseph's College is an At-Will employer which means the staff member has the right to end the employment relationship at any time for any reason; and the College retains that same right except for an unlawful reason.

#### **Eligibility:**

All Staff

#### **Policy:**

Staff are classified as either non-exempt or exempt under state and federal wage and hour laws:

- **Non-exempt hourly employees** are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are *not* exempt from the law's requirements concerning minimum wage and overtime.
- **Exempt salaried employees** are generally executives or managers or professional, administrative or outside sales staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

NON-EXEMPT 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. A review of classification will be considered when a new position is created and/or an existing position has a significant change in job responsibility.

In addition to the above classifications, each staff member will belong to one of the following employment categories:

REGULAR FULL-TIME staff are those who are hired into a designated full-time position and regularly scheduled to work 35 or more hours per week. Regular full-time staff are eligible for the Saint Joseph's College benefit package, subject to the terms, conditions, and limitations of each benefit program. Staff working 32 hours per week are also eligible for the full time employment benefit package. Staff in this status are not in a temporary role and are in an adaptation period for the first six months of employment or twelve months of employment (Director level and above).

REGULAR PART-TIME staff are those who are hired into a designated regular part-time position and regularly scheduled to work less than the full-time work schedule. Staff in this status work a minimum 24 hours per week and no more than 32 hours per week. Regular part-time staff are eligible for some benefits sponsored by Saint Joseph's College, subject to the terms, conditions and limitations of each benefit program. Staff in this status are not in a temporary role and are in an adaptation period for the first six months of employment or twelve months of employment (Director level and above).

PER DIEM staff are those who work fewer than 24 hours per week. While they do receive all the legally mandated benefits (such as unemployment and workers' compensation insurance), they are not eligible for most College benefit programs, are not considered temporary and do not have an adaptation period. Per Diem staff do not receive a Saint Joseph's College email address. The expectation is that per diem staff will have a dependable cell and/or landline phone to communicate weekly shift schedules.

STUDENT employees are those who are currently enrolled in college courses for credit and whose primary purpose for being at the College is to obtain an education. Work schedules accommodate the students' class schedules. Although student workers may work intermittently or continuously during their enrollment, they are considered temporary. Therefore, while student employees receive all the legally mandated benefits (such as unemployment and workers' compensation insurance), they are not eligible for other College benefit programs and are not in an adaptation period.

TEMPORARY employees are those who are hired as interim replacements to temporarily supplement the workforce, to assist in the completion of a specific project or to work in a grant funded position. Temporary workers are employed through a third party staffing agency and/or temporary employment agency. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until notified of a status change. While temporary employees employed at Saint Joseph's College receive all the legally mandated benefits (such as unemployment and workers' compensation), they are not

eligible for the College's employment benefit programs unless a grant includes and provides provisions for benefits.

VOLUNTEERS are those that do not receive compensation for their contributions and assistance. They are not considered a regular or temporary employee. They are required to complete mandatory training, complete a release form, and are covered under liability insurance.

The ADAPTATION PERIOD serves as a time for a manager and staff to evaluate the person's transition and acclimation to the position, department, and College. Staff either have a six or twelve month (Director level and above) adaption period during which their performance is evaluated to determine whether continued employment is appropriate. Likewise, staff have an opportunity to determine if the position and College environment is a good fit. At the end of the adaptation period, a manager will complete an Adaptation review and share it with the staff member for a dialogue about their performance.

**Procedure:**

- Managers are responsible for creating new job descriptions and revising existing job descriptions when job responsibilities change to meet the organization's needs.
- Job descriptions are sent electronically to Human Resources for the evaluation and determination of classification and status, overall review, and final approval.

Related policies: 4.08, 7.05, 9.02