



# **Employment Type Definitions & Benefits Eligibility Summary**

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## Employment Definitions

### **NOTE**

When either setting up a position, or assigning an employee, please refer to the definitions below to be sure you have the position and employee set up as intended. **REMEMBER**, if an employee changes position there **MAY** be an impact to that employee's current eligibility resulting in the termination of OR the employee's ability to enroll in benefit plans.

### **Employment Type/Status**

**Regular** – a position which is considered to be part of the established staff compliment; will be recurring from year to year.

**Short Term Temporary** – a position which is established to respond to a temporary increased workload not to exceed 6 months in duration.

**Long Term Temporary** – a position which is established to respond to a temporary increased workload due to additional short term project or special initiative needs which will extend 6 months or more, but not to exceed 2 years

**Seasonal** – a position which recurs during high (or peak) work or volume needs typically associated with an established work schedule (can be either full or part time, as defined above); assignment will be of a short duration (not to exceed 5 consecutive months) and occurs during the same time periods from year to year; may be employed as either full or part time during the period in which they are required

### **Working Hours/FTE**

**Full Time** – designated as working no less than 2,080 hours per fiscal year (40 hours per week, 52 weeks); 1,560 hours per academic year (40 hours per week, 39 weeks); representing a 1.0 FTE

**Part Time** – less than a 1.0 FTE

**PRN** – a position that is established to provide additional staff on an as needed basis (PRN) due to unexpected staffing shortage to meet workload; typically paid at a premium hourly rate in recognition of the highly variable nature of the assignment; may be set up as a “pool” or “group” position to accommodate staffing needs.

## Benefit Eligibility Criteria

Regular or Long Term Temporary employees, in any classification other than Graduate or Student Worker, who are hired to work .5 FTE or greater for an anticipated duration of six (6) months or longer are benefits eligible.

Regular or Long Term Temporary employees, in any classification other than Graduate or Student Worker, who are hired to work .5 FTE or greater for an anticipated duration of twenty (20) weeks or longer are eligible to enroll in a retirement plan on the date of hire.

Eligibility for retirement plan participation for Short-Term Temporary, Seasonal, or PRN employees, in any classification other than Graduate or Student Worker, occurs after the employee works 20 hours or more per week for 20 weeks or more within a fiscal year.

	PART-TIME <.5 FTE	PART-TIME >=.5 FTE	FULL-TIME =1.0 FTE
<b>REGULAR</b>	Non-Benefits/Non-Retirement Eligible	Benefits & Retirement Eligible	Benefits & Retirement Eligible
<b>LONG-TERM TEMPORARY</b>	Non-Benefits/Non-Retirement Eligible	Benefits & Retirement Eligible	Benefits & Retirement Eligible
<b>SHORT-TERM TEMPORARY</b>	Non-Benefits/Non-Retirement Eligible	Non-Benefits Eligible; May be Retirement Eligible	Non-Benefits Eligible; May be Retirement Eligible
<b>SEASONAL</b>	Non-Benefits/Non-Retirement Eligible	Non-Benefits Eligible; May be Retirement Eligible	Non-Benefits Eligible; May be Retirement Eligible
<b>PRN</b>	Non-Benefits/Non-Retirement Eligible	Non-Benefits Eligible; May be Retirement Eligible	Non-Benefits Eligible; May be Retirement Eligible

## Employee Classifications (EMPL CLASS)

Administrative	Faculty w/Admin Appointment
Academic Professional	Graduate Student
Academic Professional w/Admin Appointment	Post Doctoral Scholar
Classified	Service Professional
Faculty	Student

The following employee classifications are eligible to participate in a Leave Plan if scheduled to work (standard hours) at least a .5 FTE with accruals based on established schedule (ACD 704-02 or SPP702-01):

- Administrative
- Faculty w/Administrative Appointment,
- Academic Professional w/Administrative Appointment,
- Classified,
- Service Professional
- Any academic employee (Academic Professional, Faculty or Post Doctoral Scholar) paid on a fiscal appointment for a continuous period of six (6) or more months.

**NOTE:** Faculty & academic professionals employed on an academic-year basis do not accrue vacation time (ACD704-01)