

Employment Status for Administrative and Staff Positions

Policy Statement

Employees are hired for a specific primary job within a specific job classification. Other jobs are considered secondary and may not impinge upon primary responsibilities. All benefits are based upon description and eligibility of the primary job.

Employment status at Marywood University is defined by the Office of Human Resources at the time a position is established. It is described as exempt or nonexempt, full-time or part-time, and regular or temporary. Staff positions are also identified by the following job groups:

Administration:	Executive Officers Administrative Officers Senior Management
Professional Personnel:	Middle Management Professional /Coordinator (exempt) Senior Administrative Support/Operational Tech (exempt)
Hourly Rate Employees:	Professional/Coordinator (nonexempt) Senior Administrative Support/Operational Tech (nonexempt) Support Staff

Certain benefit plans and other programs are affected by employment status. They can also be affected by such things as date of hire, introductory period of employment, transfer or reassignment within the University, separation from employment, and termination date or rehire date, if applicable.

Definitions

Exempt employees are management, supervisory, professional and administrative employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and state law and who are exempt from overtime pay requirements. Exempt employees are expected to perform functions of responsibility and supervision that may require them to work beyond the normal workweek without additional payment.

Nonexempt employees are those whose positions do not meet FLSA exemption tests and who are paid for all hours worked. Nonexempt employees are paid one-and-one-half times their regular rate for hours worked in excess of 40 in one workweek. Overtime work must be approved in advance by the immediate supervisor.

Full Time employees are scheduled to work at least 35 hours per workweek.

Part Time employees are scheduled to work less than 35 hours per workweek.

Regular positions are those that are essential for the effective long-term operation of the department. Regular full-time and regular part-time staff members are required to work a predetermined schedule of hours and days.

Temporary positions, whether full time or part time, are those that are limited or sporadic. They are usually for a specific project, for temporary replacement of an absent regular staff member, or for short-term needs during peak workloads. Temporary employees are not eligible for benefits.

Procedures

Employees should contact the Office of Human Resources to resolve questions about the status of their positions.

Related Policies and Committees

Policy – Employment At-will Relationship with Administrators and Staff

History of the Policy

07/01/91 - Reaffirmed with publication of Personnel Manual with title Employment Classifications

07/01/95 - Revised to include references to benefits and examples of temporary and seasonal staff

02/13/98 - Revised to include references to employee's primary position

07/01/00 – Revised to reflect new categories of employees

02/24/02 – Revision approved by the President of the University, including change of title from Employment Classifications, as recommended by the Policy Committee of the University

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POLICIES AND PROCEDURES MANUAL