

<b>University Enterprises, Inc. Policies and Procedures</b>		<b>Policy No. 010</b>
<b>Section:</b>	Human Resources	
<b>Policy:</b>	Definitions of Employment Status/Appointment Codes	
<b>Revised Date:</b>	March 19, 2015	

## Definitions of Employment Status/Appointment Codes

### I. PURPOSE

To provide uniformity and equity in the application of personnel policies and benefits.

### II. SCOPE

These definitions apply to all University Enterprises, Inc. (UEI ) employees.

### III. POLICY

University Enterprises, Inc. maintains standard definitions of employment status and classifies employees for purposes of personnel administration and related payroll transactions. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship, at-will, at any time, is retained by each employee and by UEI.

### IV. DEFINITIONS

- A. Exempt Employees: Employees whose positions are not covered by state and federal overtime pay laws. Their regular salaries are the full compensation for all the time that is required to perform the duties of their positions. This means that:
  - Exempt employees are not eligible for overtime pay and
  - Absences of less than a day will not be reported on time sheets and
  - Leave balances or pay will not be docked for these absences.
- B. Non-exempt Employees: Employees whose positions are covered by state and federal minimum wage and overtime laws. For these employees, the following applies:
  - "Hours worked" in excess of eight hours in one day, forty (40) hours in one work week, or otherwise as defined by law, will be paid at the overtime rate and
  - Overtime pay is calculated at one-and-a-half times the employee's regular rate of pay as required by law and
  - Hours worked and absences are reported on the time sheet.

Employees whose positions are exempt from federal and state overtime pay laws must meet specific legal definitions including but not limited to those for executive, administrative, and professional. Each employee will be advised of his or her exempt/non-exempt status when hired. Check with Human Resources if you have questions. In addition to the exempt and non-exempt categories, each employee will belong to one or more of the following categories:

- C. Full-time: At-will employees who are regularly scheduled to work 40 hours per week.
- D. Part-time: At-will employees who are regularly scheduled to work fewer than 40 hours per week. Part-time employees regularly scheduled to work fewer than 30 hours per week are not eligible for benefits except those mandated by law.

- E. Hourly: At-will employees who are paid by the number of hours worked and who maintain a regular schedule (either less than full-time to at least 30 hours per week or full-time only during the academic year). This classification is generally eligible for all UEI benefits (subject to the terms, conditions and limitations of each benefit program) except CalPERS retirement and Long Term Disability Insurance.
- F. Salaried: At-will employees paid a monthly salary who maintain a regular 10 month, academic year or 12-month schedule. Generally eligible for all UEI benefits (subject to the terms, conditions and limitations of each benefit program) except those employees who are in a position which is funded for two years or less are not eligible for CalPERS retirement or Long Term Disability Insurance.
- G. Negotiated: At-will employees who are in positions covered by the collective bargaining agreement with the California State University Employees Union (CSUEU) Service Employees International Union, Local 2579. These employees are eligible for the benefits specified in the Memorandum of Understanding (MOU). The employment of these persons is subject to the terms and conditions of that MOU where it differs from this policy/procedure manual.
- H. Temporary: At-will employees who are appointed to a position with a regular schedule for a period no longer than 120 calendar days. These employees are not eligible for holiday pay or UEI benefits other than those mandated by law.
- I. Casual: At-will employees who do not maintain regular work schedules and normally work fewer than 20 hours per week. These employees are not eligible for holiday pay or UEI benefits other than those mandated by law.
- J. Student Assistants: At-will employees who are currently enrolled students and who meet the unit requirements for the position. Student assistants generally work less than 30 hours per week on average. These employees are not eligible for holiday pay or UEI benefits other than those mandated by law.
- K. Probationary: At-will employees serving a probationary period with UEI. The probationary period is a step in the hiring process; it allows the employee and UEI to determine if this is the right job for this employee and the right employee for this job. While normally six months for a non-exempt employee and one year for an exempt employee, a particular probationary period may be extended by the Executive Director, or by his or her designee, where appropriate. Probationary employees receive (subject to the terms, conditions and limitations of each benefit program) the benefits afforded regular employees in their same positions, except for Educational Assistance. (See Policy No. 130 - Educational Assistance.)
- L. Regular: At-will employees who are regularly scheduled to work 30 or more hours per week, and who have successfully completed their probationary period. Generally eligible for all UEI benefits (subject to the terms, conditions and limitations of each benefit program). Excludes employees who are in temporary, casual, or student assistant positions.
- M. 10/12 or Academic Year: At-will employees who work an academic year schedule or 10 months of the year, but receive their salaries prorated over a period of 12 months. These employees are covered by UEI's benefits program for 12 months.

## V. RELATED POLICIES

Policy No. 005      At-Will Employment

Policy No. 012	Management Personnel Plan (MPP)
Policy No. 105	Health and Welfare Benefits
Policy No. 118	Deferred Compensation Plans 403(b) and 457
Policy No. 130	Educational Assistance
Policy No. 505	Vacation
Policy No. 510	Holidays
Policy No. 515	Sick Leave