GENERAL STATEMENT OF POLICY

In recognition of the diverse need of both employees and University units, employees may be employed by the University in a number of different employment types. These types accommodate the differing employment relationships due to those diverse employee and employer needs. The types are: regular employment, temporary employment, casual or "on call," and term employment. Within each type there may be subtypes as designated by the University.

All employment with the University will either be on a full-time or part-time basis.

Definitions -

1. Employment Types –

   A. Regular employment:  employment in a budgeted position that normally requires the individual to work the standard work week for more than six months during the year.

   B. Temporary employment:  employment in a position by the University to fill a temporary work need normally for a period less than six months. This type of employment shall be governed by the position, not the employee. An individual working in successive temporary positions which, when taken together, exceed six months, shall not be deemed a regular employee.

   C. Casual or "on call":  a special type of temporary employment, which may be arranged on a fiscal year basis, whereby a department may establish a "pool" of interested workers and "call-in" such individuals for work activities as needed. This employment is non-continuous in nature and is not subject to the six month limitation for temporary employment set forth above.

   D. Term employment:  employment which is expected to last longer than six months, but has a specified end date. Employment under a grant where the employment does not meet the criteria for temporary or casual employment as defined above, but which is subject to receipt of continued funding from outside sources, is included within this type.

2. Full or Part-time Assignments –

   A. Full-time:  Employment intended to be for the full standard work week (generally 40 hours per week).

   B. Part-time:  Employment which is intended to be less than the full standard work week each week.
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**Section:** PERSONNEL

**Subject:** EMPLOYMENT TYPE DESIGNATION POLICY

3. **Fair Labor Standards Act** -

All employment with the University is governed by applicable provisions of the Fair Labor Standards Act of 1938 and its amendments (FLSA). The determination of exempt and non-exempt status will be made in accordance with applicable provisions of FLSA.

A. Exempt employment: employment which is exempt from the overtime provisions of the FLSA.

B. Non-exempt employment: employment which is not exempt from the overtime provisions of FLSA.