Classifications for Positions Based on Hours Worked

The following defines how your position is classified based on hours worked in a workweek.

FULL-TIME STAFF
☐ Employees hired for a normal workload of 40 hours per week or 100 percent time.

PART-TIME STAFF
☐ Part-time employees work less than 40 hours per week.

REGULAR STAFF (BENEFITS ELIGIBLE)
☐ Employees who work for at least 20 hours per week for an indefinite period of at least four and one-half months, excluding students employed in a position that requires student status as a condition of employment.

NON-STUDENT NON-REGULAR (NOT BENEFITS ELIGIBLE)
☐ Employees who do not meet the definition of regular staff employees. Employment neither exceeds 20 hours per week for a period of at least four and one-half months nor requires student status.

PROJECT STAFF
☐ Classified according to the duties performed and are assigned a title from the Pay Plan. Employees who hold project staff positions serve a fixed-term appointment of at least four and one-half months, but no more than 60 months.

TRAINEES
☐ Employees who, through lack of specific skills or experience, are employed at a pay rate below the normal rate for a specific position and training period.

SPLIT APPOINTEES
☐ Exempt employees appointed to both a faculty and a staff title.