

## Section 800.2

### Types of Employment

#### 1. Regular Employment Status.

Regular employment is ***considered continuous*** and may also be defined by agreement, contract, term, or restricted funding source(s). Regular employment may be benefits eligible, partial benefits eligible, non-benefits eligible, full-time or part-time, exempt or nonexempt. Regular exempt employment must meet the “salary basis” requirement under the federal Fair Labor Standards Act (FLSA).

- 1. Salary Basis:** Being paid on a “salary basis” means an employee regularly receives a predetermined amount of compensation each pay period on a weekly or less frequent basis and the predetermined amount cannot be reduced because of variations in the quality or quantity of the employee’s work subject to exceptions under FLSA.

#### 2. Temporary.

Temporary employment is short in duration to address business needs and must meet the requirements and characteristics described below:

- a. A temporary is non-benefits eligible
- b. A temporary does not have an expectation of long-term employment.
- c. A temporary may be full-time or part-time.
  1. A temporary employee may not exceed a total of 1,300 hours worked in a 12-consecutive month period. The 1,300 hours can be accumulated in any combination during the 12 month period after which the temporary employee *must have a break in service of 26 weeks*. Employment applies across all USG institutions.
  2. If a temporary employee is needed beyond the 1,300 hours, they must be moved to a regular employee status.

Further information regarding this policy can be found at the following link:

[http://www.usg.edu/hr/manual/employee\\_categories](http://www.usg.edu/hr/manual/employee_categories)

Temporary employees may be in a "lump sum" budget line or appear as a "line item" depending upon nature of appointment

(Note: Temporary staff hired through a temporary staffing agency are **not** VSU employees. For information regarding the process for hiring temporary staff through a temporary staffing agency, contact the Purchasing Office for assistance.)



### **3. Student Employment.**

Full-time, part-time, or otherwise institutionally employed students are employed on an hourly basis with remuneration for such work to be computed by the hour unless otherwise classified by the appropriate personnel officer. All student assistants are considered temporary.

Student employment is subject to re-evaluation without prior notice to such employee to include possible change of location and function.

Moreover, in the employment of students, however classified by hours, pay scale, or otherwise, the budgeting of such student's employment is limited to a period of time coinciding with the academic semester or any fraction thereof as specified by the supervisor. Formal cooperative work agreements extending for periods in excess of one academic semester may be initiated by the University as an exception to the one-semester limitation on student employment.

Re-employment of students shall be initiated by the Student Employment Services Office, and only upon advance recommendation by the supervisor of the future work specified. Notice of re-employment for any succeeding semester, or fraction thereof, shall be given to the employee prior to the initiation of such hourly work.

At the conclusion of any academic semester, or program of work of less than one calendar quarter's duration, the supervisor shall request a terminal evaluation conference with the student employee.

The results of the interview and the formal evaluation of the employee will be filed with the Student Employment Services Office.

Students seeking subsequent or future employment will become eligible for when the records of prior employment are evaluated formally by the appropriate personnel officer of the institution. As of January 1, 2012, all student assistants (current and future) are limited to working no more than two jobs on campus during one semester.

[Student Employment Procedure](#)

## **Employee Categories: Types of Employment:**

1. **Faculty:** Consists of the corps of instruction and the administrative officers as defined in Section 3 of the Policy Manual of the Board of Regents of the University System of Georgia.

- The types of faculty are described below:
  - a. **Regular Faculty** are employed on a continuous basis and whose duration of employment may also be defined by agreement, contract, term, and/or restricted funding source(s). Regular Faculty may be full-time or part-time. Those faculty with a work commitment of half-time or greater are partial or full benefits eligible and those who work less than 20 hours per week are non-benefits eligible. Regular Faculty who are not hired through a

competitive search will typically be given a “term” appointment for one academic or fiscal year, and may be reappointed for one (1) additional year, not to exceed a total duration of 2 years. Regular Faculty who have a full-time (1.0 FTE) appointment may be tenured, on tenure track or hold a non-tenured position in accordance with Sections 8.3.7 and 8.3.8 of the Policy Manual of Board of Regents of the University System of Georgia.

**b. Temporary Faculty** are employed on a short term basis through written appointment. They are not employed on an academic year contract. If they are employed for more than one consecutive academic semester for 30 hours or more, except when the Academic semester is combined with Summer semester immediately preceding or following the Academic Semester, they shall be employed as Regular Faculty. Temporary Faculty are non-benefits eligible.

- **Requirements of the Affordable Care Act (ACA):** Under the ACA, a reasonable method of crediting hours for Part-time Regular and Temporary Faculty may be used to determine healthcare eligibility. The University System of Georgia has determined that a reasonable method for converting credit hours or contact hours to standard hours work is as follows: 1.25 Prep/Grading hours + .5 Office/Meeting hours per each Classroom/Contact hour per week. Graduate Assistants and Graduate Research Assistants will track hours worked. Below is a conversion chart



which will be used for crediting hours on a weekly basis for Part-time Regular and Temporary Faculty for purposes of the ACA to determine healthcare eligibility:

<b>Contact Hours per week</b>	<b>Classroom/Contact Hours</b>	<b>Prep/Grading Hours</b>	<b>Office/Meeting Hours</b>	<b>Standard Hours Worked</b>	<b>FTE/Effort</b>
1 Contact Hours	1	1.25	.5	2.75	.07
2 Contact Hours	2	2.5	1	5.5	.14
3 Contact Hours (1 course)	3	3.75	1.5	8.25	.21
4 Contact Hours	4	5	2	11	.28
5 Contact Hours	5	6.25	2.5	13.75	.34
6 Contact Hours (2 courses)	6	7.5	3	16.5	.41
7 Contact Hours	7	8.75	3.5	19.25	.48
8 Contact Hours	8	10	4	22	.55
9 Contact Hours (3 courses)	9	11.25	4.5	24.75	.62
10 Contact Hours	10	12.5	5	27.5	.69
11 Contact Hours	11	13.75	5.5	30.25	.76
12 Contact Hours (4 courses)	12	15	6	33	.83

*\*Regular part-time faculty eligible for leave accrual and retirement at .5 FTE and above*

*\*\*Regular faculty are fully benefits eligible at .75 and above (includes health and voluntary benefits and retirement and leave)*

## **2. Staff Employees:**

- The types of staff employees are described below:
  - a. **Regular Staff** are employed on a continuous basis and whose duration of employment may also be defined by term and/or restricted funding source(s). Regular Staff employees may be full-time or part-time. Those with a work commitment of half-time or greater or .5 FTE are partial or full benefits eligible and those who work less than 20 hours per week are non-benefits eligible.
  - b. **Temporary Staff Employees** are employed for a short duration and are non-benefits eligible.
- **Requirements of the Affordable Care Act (ACA):** Under the ACA, all regular staff employees who work less than 30 hours per week (less than .75 FTE) and all temporary staff employees shall record and report all hours worked to determine health benefits eligibility.

**3. Student Employees:** Student Employees are considered temporary and include graduate assistants and student workers. Student Employees may not exceed a total of 1,300 hours worked in a 12-consecutive month period. The 1,300 hours can be accumulated in any combination during the 12 month period. Student employees' are not subject to the re-

employment restriction requiring a break-in-service after 12-consecutive months of employment. International students in lawful F-1 and J-1 status who are enrolled full-time are eligible to work for an institution but must not work more than 20 hours per week in accordance with visa restrictions and must ensure compliance with Federal Work Study requirements. See the policy on position classification for additional information on student employees.