

Policy Type: Support Staff

Policy Title: Employee Status

Who Does This Policy Affect: All Support Staff

Purpose: The purpose of this policy defines employee status.

Policy Statement:

An employee whose work schedule requires thirty (30) hours or more per week shall be considered regular full-time.

An employee whose work schedule requires less than thirty (30) hours per week shall be considered regular part-time. Part-time employees should refer to the Part-time Support Staff Handbook.

A temporary employee who is scheduled to work thirty (30) hours or more per week shall be considered a temporary full-time employee.

A temporary employee who is scheduled to work less than thirty (30) hours per week shall be considered a temporary part-time employee.