

400.1 DEFINITIONS

The below employee classifications determine eligibility for employee benefits.

Full-Time Employee

An employee scheduled to regularly work at least 35 hours per week in an administrative staff position or is assigned a full-time equivalent (FTE) faculty workload.

Full-time employees are eligible for the benefits detailed in the Benefits Rider to this Employee Handbook, in addition to disability (DB), Paid Family Leave (PFL), sick pay, workers' compensation (WC), and unemployment insurance (UI) benefits.

Part-Time Employee

An employee scheduled to regularly work less than 35 hours per week or to work less than an FTE per trimester.

Part-time employees are generally not eligible for employee benefits, except for DB, PFL, sick pay, WC, and UI benefits.

Temporary Employee

An employee, either full-time or part-time, hired to fill a specified short-term need.

Temporary employees will not typically qualify for employee benefits beyond sick pay, WC, and UI benefits. However, employees in long-term temporary assignments might also qualify for DB or PFL benefits.