Staff Definitions

Regulation Statement

This regulation sets forth the employee status definitions.

Entities Affected by the Regulation

All Staff Employees
All Supervisors
Human Resources

Regulation Background

NA

Regulation Procedures

See Definitions and Responsibilities Sections.

Definitions

Volunteers:

Volunteers participate in activities that are being provided to the University without valuable consideration and with no expectation of wages, employee benefits, or other compensation.
Seasonal Employees:

Seasonal employees work a non-regular schedule for a pre-determined assignment. Seasonal employees perform specific jobs that occur only at certain times and/or events of the year and are not benefit eligible.

Temporary Employees:

Temporary employees are hired for positions which are temporary in nature. Temporary positions are limited to an assignment of nine months or less. Positions that are to extend beyond nine months shall be considered to be regular part time or full time assignments. Temporary employees may be separated from employment for any reason. That separation is subject for review by Director of Human Resources. Temporary employees are not benefit eligible.

Temporary employees are not eligible to be considered for “internal only” job opportunities.

Part-Time Employees (Non-benefited):

Those persons hired to work less than 20 hour per week. This class of employee is not eligible for benefits except for participation in the tax deferred plans.

Regular Part-Time Employees (Partially Benefited):

Regular Part-Time Employees are hired to fill ongoing positions which are at least twenty hours per week. Categories included in the regular part time benefits plan are participation in the tax deferred plans, prorated vacation & sick time, and holiday pay.

Regular Part-time employees are specifically excluded by KRS # 61.510 from participation in the Kentucky Employees Retirement plans for those persons who work an average of less than one hundred hours per month. This also precludes participation in the health, life, long term disability or tuition waiver (staff scholarship) plans.

Regular Full Time Employees (Benefited):

Full time employees, for benefit purposes, are those hired into a 25 hour, or greater, assignment and are therefore eligible to participate in all University provided benefits.

A full-time staff assignment is one in which the employee is scheduled to work 37.5 hours with the exception of Facility Services, Public Safety, and some administrative offices, which are 40 hours per week.

Retired Staff:

Retired staff have many of the privileges of the regular staff, including:

- Staff parking privileges
- EKU ID card
- Staff library privileges
- The ability to purchase athletic tickets at reduced rates
- Obtaining a Faculty/Staff Telephone Directory
- Use of the facilities at Academic Computing Services (as space allows).
- Persons age 65 or older may also take advantage of tuition free courses, at EKU, as provided by the William F. O’Donnell scholarship.
Retired staff are encouraged to contact the Division of Human Resources for additional information regarding these privileges.

Retired staff are not eligible to be considered for “internal only” job opportunities.

**Responsibilities**

Human Resources will review new hires to ensure that employees are properly classified based upon the definition contained within this regulation.

Human Resources will ensure that appropriate benefits are provided based upon the definition/classification of the employee.

Supervisors are responsible for making sure that employees are fulfilling their obligation of meeting the hours required for the position.

**Violations of the Regulation**

Violations of this regulation will be handled through normal University procedures.

**Interpreting Authority**

Director of Human Resources

**Statutory or Regulatory References**

N/A
Relevant Links

NA

Regulation Adoption Review and Approval

Approved by the EKU Board of Regents on August 1, 2002 as part of the Staff Handbook.