



Eastern Kentucky University

Policy and Regulation Library

University Policy: 8.1.2POL

Responsible Office(s): Office of Human Resources

Effective: January 29, 2020

Next Review Date: February 1, 2023

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Staff Definitions

Statement

This policy sets forth the employee status definitions.

Entities Affected

- All Staff Employees
- All Supervisors
- Human Resources

Procedures

See Definitions and Responsibilities sections.

Definitions

- **Intermittent Employees:** Intermittent employees are hired to work on an as needed basis in a non-benefited capacity for a specific assignment. Intermittent employees are paid only for the actual time worked and there is no guarantee of the amount of work needed. Intermittent work for retirees of ECU is also subject to the rules of KERS and KTRS retirement systems, and abiding by these restrictions is the responsibility of the employee.
- **Part-Time Employees (Non-benefited):** Part-time employees who are hired to work less than 20 hours per week are non-benefited.
- **Regular Full Time Employees (Benefited):** A regular full-time staff assignment is one in which the employee is scheduled to work a minimum of 37.5 hours per week. Assignments in Facility Services, Public Safety, and some administrative offices are 40 hours per week. Regular full-time employees hired into a position

that is 37.5 hours or greater per week are eligible to participate in all University-provided benefits.

- **Regular Part-Time Employees(Benefited):** A regular benefited part-time staff assignment is one in which the employee is scheduled to work a minimum of 30 hours per week and are eligible to participate in all University-provided benefits.
- **Regular Part-Time Employees (Partially Benefited):** Regular part-time employees are hired to fill ongoing positions which are between twenty and twenty-four hours per week. These employees are eligible for pro-rated sick and vacation leave. These employees are not eligible for participation in the health, life, supplemental insurance or tuition waiver (staff scholarship) plans. 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.
- **Retired Staff:** Retired staff members have many of the privileges as regular staff, including:
 1. Staff parking privileges; contact Parking & Transportation Services
 2. ECU ID card
 3. Use of library facilities with ECU ID card
 4. Discount on season tickets for athletic events
 5. ECU Retirees Association membership (membership fee required)
 6. Access to Fitness & Wellness Center (membership fee required)

Persons age 65 or older may also take advantage of tuition free courses at ECU as provided by the William F. O'Donnell scholarship.

Retired staff are eligible for re-employment at ECU or its affiliates only in a part-time nonbenefited capacity. Retired staff are not eligible to be considered for "internal only" job opportunities. All re-employment of retirees is subject to restrictions of the retirees' retirement system.

- **Seasonal Employees:** Seasonal employees (staff) are hired to perform specific jobs and/or events that occur only at certain times of the year and are not benefit eligible. Seasonal employees may work up to a full-time schedule during the pre-defined season. Student employment guidelines can be found at: hr.ecu.edu.
- **Temporary Employees:** Temporary employees are hired for positions which are temporary in nature and are not benefited. Temporary positions are limited to an assignment of nine months or less.
- **Volunteers:** Volunteers perform hours of service for ECU for civic, charitable, or humanitarian reasons, without promise, expectation or receipt of compensation (wages, employee benefits, or other) for services rendered. An individual shall NOT be considered a volunteer if the individual is otherwise employed by the University to perform the same type of services as those for which the individual

proposes to volunteer. All volunteer arrangements must be made through Human Resources. All volunteers must sign a volunteer agreement and pass a criminal background check prior to providing services to Eastern Kentucky University. Information on the volunteer program guidelines can be found at: hr.eku.edu.

Responsibilities

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

The Office of 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 Policy

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

Policy Adoption Review and Approval

Policy Issued

<u>Date</u>	<u>Entity</u>	<u>Action</u>
January 29, 2020	Office of University Counsel	Editorial Edits
August 1, 2002	Board of Regents	Adopted*

*As part of the Staff Handbook