

# Categories of Employment

Employment with Converse University is categorized by the types of services performed and the number of hours worked. Administrative and Staff employment is classified as follows:

- **Full-time employees** - work an average of 35 hours or greater per week for a minimum of nine months per year. Full-time Employees are eligible for benefits.
- **Part-time employees** - work an average of 28 to 34 hours per week for a minimum of nine months per year. The average hours are determined by the number of hours worked during the previous 13 weeks of employment. Part-time Employees may be eligible for some benefits.
- **Part-time, non-eligible - employees** who work an average of less than 28 hours per week or less than nine months per year. Part-time, non-eligible Employees are ineligible for benefits.
- **Temporary employees** - Employed for a specific period or until completion of a specific project. Temporary Employees are not eligible for benefits.
- **Administrative employees with both administrative and faculty duties** are considered administrative when more than 50% of the workload is administrative-related. The Administrative and Staff Handbook serves as a guideline of employment and should not be construed as creating any contractual obligations or binding terms and conditions of employment. If the administrative position should cease, a faculty member with tenure may return to teaching only if a position is available and has budgetary approval.
- **Faculty employees with administrative and faculty duties** are considered faculty when more than 50% of the workload is faculty-related. The Faculty Handbook, and not the Administrative and Staff Handbook, serves as a faculty employment guideline and should not be construed as creating any contractual obligations or binding terms and conditions of employment.

## Fair Labor Standards Act (FLSA)

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and Federal, State, and local governments. The Wage and Hour Division (WHD) of the U.S. Department of Labor (DOL) administers and enforces the FLSA with respect to private employment.

Employment with the institution is further categorized as delineated by the Fair Labor Standards Act (FLSA), that deems employees as exempt or non-exempt. This delineation affects how employees are paid. All employees are paid monthly.

- Salaried, exempt employees do not receive overtime pay. They submit a monthly time card via the electronic time card system indicating the number of days absent from work and the reason for the absence.
- Salaried and hourly, non-exempt employees **are required** to submit a monthly time card via an electronic time card system indicating the hours worked each day and any days absent from work.
- All non-exempt employees receive overtime pay at the rate of one and one-half times their regular hourly rate for all hours worked over 40 per week. If an employee's schedule is altered to avoid paying overtime, all adjustments must be made within the same workweek. (Hours worked over 40 in one week **cannot** be taken off in a different workweek per federal guidelines established by the Fair Labor Standards Act (FLSA). *Compensatory time does not apply to any non-exempt employee.*

Each employee of the University who does not hold a written contract of employment for a specified term executed by the President is an employee-at-will. **Employment-at-will indicates that employees are free to resign at any time for any reason, and the University is free to terminate an employee's employment at any time for any reason or no reason, with or without notice or cause, and with or without prior warning.**

At-will employees of the University may receive a letter of hire at employment and/or terms of employment statement (does not include student workers). These documents typically state the rate of pay and other terms of employment. **However, any such document does not, and should not be construed to, create contractual obligations of any kind, guarantee employment for any specified length of time, or bind the University to any specific terms or conditions of employment.**