

## Employee Classifications

All employees fall within one of the classifications below.

**Full-Time Employees** - Employees who regularly work at least 30 hours per week who were not hired on a short-term basis. The total hours worked annually will normally range from 1560-2080. Full-time employees may be eligible for all benefit programs upon completion of any waiting periods and subject to benefit plan rules.

**Part-Time Employees** - Employees who regularly work fewer than 30 hours per week who were not hired on a short-term basis. The total hours worked normally range from 1000-1559. These employees are not eligible for insurance coverage other than that required by law (i.e. Workers' Compensation)

**Temporary/Seasonal Employees** - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-Term Employees generally are not eligible for College benefits other than that required by law (i.e. Workers' Compensation)

**Student Worker** - A Wilson College Student who is hired for a temporary position on campus during the academic year.

**Work Study Student Worker** – Only current students, who have filed a FAFSA, are enrolled at least half time, are degree-seeking, and are making Satisfactory Academic Progress will be considered for work study. Further details regarding eligibility can be obtained from the Financial Aid Office.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such salary may be paid less frequently than weekly. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

The Human Resources Department is responsible for policy interpretation. Any exceptions to the policy must be reviewed and approved by the Director of Human Resources in conjunction with the Cabinet at the College. Nothing in this policy creates an employment contract, express or implied. All employees are employed at-will and can be terminated at any time without the college having to demonstrate just cause or good reasons for the termination.