NUMBER:  B-2

TITLE:  EMPLOYMENT TYPES

POLICY:  An employment type is authorized for an employee at the time of hire and throughout the course of employment at Southern Nazarene University.

PROCEDURE:

“EMPLOYMENT TYPES” DEFINITIONS

1.  Probationary Employees = those employees who are working their first 60 calendar days at SNU. This time frame is to provide the employee with the opportunity to demonstrate ability, interest, and skill.

2.  Regular Employee = those employees who have completed 60 calendar days of probationary status and work a normal workweek of 40 hours per week. Regular employees are classified by two categories:
   2.A.  Exempt employees = those who meet the FLSA test for exempt status. These usually carry middle management, supervisory or technical/professional designation.
   2.B.  Non-exempt employees = those who will be paid overtime for hours worked in excess of 40 hours per week. It should be noted that most regular jobs should be completed in the time allotted. Overtime at SNU is utilized on an emergency basis and is to be authorized in advance by the department director and/or the Vice President of Business and Financial Affairs.

3.  Academic Year Regular Employee = those employees working in the academic year (9 - 11 months). This assignment is made only when it is in the best interest of the University and acceptable to the employee. These positions are approved in advance in writing by the Human Resources Director

4.  Part Time Employees = those working less than 8 hours per work day, or less than 40 hours per week.
   4A. One Half Part Time = those working between 1040 and 1559 hours per year.
   4B.  Three Quarter Part Time = those working between 1560 and 2075 hours per year.

5.  Temporary employees = those employed as seasonal or relief for a limited period of time, usually not to exceed six (6) months.

6.  Student employees = students enrolled at SNU for more than 6 hours per semester and working less than 40 hours per week.

EFFECTS OF CHANGE IN EMPLOYMENT TYPES

1.  Temporary or Part Time to Regular: The employee’s service date, for the purpose of employee benefit programs, is the date of reclassification. No service credit is given for the period of temporary employment. The
employee becomes eligible for full participation in the benefit programs. The employee does not have to go through the probationary period.

2. Part Time to Temporary or Temporary to Part Time: No change of status.

3. Regular to Part Time: The service date will not change. The employee will no longer be eligible for health/life insurance. The earned vacation and sick time will not be lost. If the employee is One Half Part Time (see above) (s)he will begin earning vacation at the rate of five days per year and sick benefits at the rate of four days per year. If the employee is Three Quarter Part Time (s)he will begin earning vacation at the rate of 7.5 days per year and sick benefits at the rate of six days per year.