



HUMAN RESOURCES POLICY

SUBJECT:	Employment and Related Matters	TITLE:	Employment Status		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	Presidential <input type="checkbox"/>	Functional <input checked="" type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Vice President Human Resources		Responsible Office:	Human Resources	
CODING:	30-01-20-05:00	ADOPTED:	07/01/90	AMENDED:	6/19/09
LAST REVIEWED: 6/19/09					

PURPOSE: To set policy for determining the employment status of staff members.

RESPONSIBILITY: The Vice President for Human Resources is to ensure compliance with this policy.

APPLICABILITY: This policy applies to staff employees only (non-faculty).

DEFINITION:

Regular Status – Occupying a position that is customarily and routinely scheduled to fulfill either a full or part time (20 hours or more) work week. Temporary or less than 20 hours per week positions are not regular status positions.

POLICY:

It is the policy of the University to classify its employees to ensure consistency with pay and benefits relating to each job classification.

REGULAR STAFF MEMBER

Regular Full-time Status: Hired to regularly work thirty-five (35), thirty-seven and one-half (37.5) or forty (40) hours each week. Exempt staff is expected to work a minimum of 37.5 hours each week. Staff members in this classification are benefits eligible.

Regular Part-time Status: Hired to regularly work twenty (20) or more hours each week, but less than the full-time equivalent for the position. Staff members in this classification are benefits eligible.

PART-TIME LESS THAN 20 HOURS

Staff hired to work less than twenty (20) hours per week on a routine basis. Staff members in this classification are not eligible for benefits.

TEMPORARY STAFF MEMBER

Temporary Full-time Status: Hired to fill a position for a relatively short period of time, not to exceed twelve (12) months, and regularly work thirty-five (35), thirty-seven and one-half (37.5) or forty (40) hours each week. Exempt staff is expected to work a minimum of 37.5 hours each week. Staff members in this classification are not eligible for benefits.

Temporary Part-time Status: Hired to fill a position for a relatively short period of time, not to exceed twelve (12) months, and regularly works:

- 20 hours or more per week, but less than a full time equivalent; or
- Less than 20 hours per week

NOTE: If temporary positions exceed twelve (12) months, Benefits requirements change. Please see below.

PER DIEM STAFF MEMBER

Per Diem Status: Per diem staff members are hired to work a limited number of hours each month on an “as needed” basis. Staff members in this classification generally work a maximum of two (2) days per pay period and are not eligible for benefits. If a per diem staff member regularly works more than the authorized days per pay period, per diem status shall be forfeited. The departmental supervisor is responsible for contacting the assigned Human Resources Generalist to initiate a change in the employment status of such staff if it becomes necessary.

NOTE: See Benefits Requirements below for more information regarding per diems.

STUDENT EMPLOYMENT

A UMDNJ student who is hired to work in the Work-Study Program through the University's Office of Student Financial Aid or other University affiliated programs. External students may also be hired by departments to work as student assistants.

BENEFITS REQUIREMENTS

Temporary positions of twelve (12) months' duration should be so identified on the Staff Position Transaction Form completed by the hiring manager. Employees working twenty (20) hours or more per week in such positions are eligible for medical, dental and prescription drug coverage at the time of hire. Such employees will be benefits enrolled at that time. Please refer to the Employee Health Insurance Policy, 30-01-40-45:00 at <http://www.umdnj.edu/hrweb/policies/index.htm> for additional information.

For temporary positions assigned for less than 12 months, but which may have extended and approach the twelve (12) month mark, prior to such time, the manager/supervisor must decide whether to terminate, continue to extend, or if circumstances dictate, begin the hiring process for a position of regular status. Failure to act before the twelve (12) month mark will cause the incumbent temporary employee to be eligible for enrollment in the State Health Benefits Program (SHBP) and the Benefits Office will process enrollment.

A temporary staff member who later assumes regular status shall not be credited with service for employment during the temporary period and assumes the hire date on which regular status is effective.

Staff hired to work as a temporary employee in part-time status less than twenty (20) hours per week, or as a per diem, will have earnings tracked for one year. At the completion of one year, if the Public Employee Retirement System (PERS) enrollment criteria are met, such staff will be automatically enrolled in PERS in compliance with relevant regulations.

NOTE: For more benefits-related information please refer to the [Employee Health Insurance Policy and Pension Plans, Life Insurance and Disability Policy](http://www.umdnj.edu/hrweb/policies/index.htm) at <http://www.umdnj.edu/hrweb/policies/index.htm>.

EXHIBIT: Benefits Summary Chart

By direction of the President:

Vice President for Human Resources

Exhibit – Benefits Summary Chart

Employment Status	Hours Per Week	Benefits Eligible	Benefit Time Accruals (Vacation, Sick and Float Days)
Regular Full-Time	35, 37.5 or 40	Yes	Yes
Regular Part-Time	20 or more hours	Yes	Yes
Part-Time	Less than 20 hours	No	No
Temporary Full-time (Hired to work less than 12 months)	35, 37.5 or 40	*No	Yes - after six (6) months of continuous employment
Temporary Part-time (Hired to work less than 12 months)	20.0 or more hours	*No	No
Temporary Part-time (Hired to work less than 12 months)	Less than 20.0 hours	No	No
Per Diem	As needed	No	No

*If temporary positions exceed twelve (12) months, Benefits requirements change.