



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:	6/30/2010
LAST REVIEWED: 6/30/2010					

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

RESPONSIBILITY: The Vice President for Human Resources shall 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 a work week either:

- full time; or
- part time 20 hours or more; or,
- part time less than 20 hours

Temporary 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 are 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.

- If hired/enrolled on or before May 21, 2010 to regularly work twenty (20) or more hours each week, such staff members are health benefits eligible, provided there is no break in service and hours are not reduced below the minimum of 20 hours each week. Pension enrollment is subject to plan provisions.
- If hired/enrolled after May 21, 2010, to regularly work twenty (20) or more hours each week, but less than 35 hours each week, such staff members are not eligible for health benefits and eligibility for enrollment in a pension plan is subject to plan provisions.

REGULAR 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 are expected to work a minimum of 37.5 hours each week.

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

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

Staff members in this classification are not eligible for benefits.

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.

NOTE: If temporary positions exceed twelve (12) months, benefits requirements may change.

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 week and are not eligible for holidays, benefit time accruals or health benefits. If a per diem staff member regularly works more than the authorized days per week, per diem status may not apply. In that event, the departmental supervisor is responsible for contacting the assigned Human Resources Generalist to initiate a change in the employment status of such staff.

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

Departments should review the attached Benefits Summary Chart which details the benefits requirements for each employment status, and consult with the campus Human Resources Benefits Office for more guidance.

EXHIBIT – Benefits Summary Chart

By direction of the President:

Vice President for Human Resources

Exhibit – Benefits Summary Chart

Employment Status	Hours Per Week	Hired/Enrolled Prior to May 21, 2010 Health Benefits	Hired/Enrolled after May 21, 2010 Health Benefits	Hired/Enrolled prior May 21, 2010 Pension	Hired/Enrolled after May 21, 2010 Pension	Benefit Time Accruals (Vacation, Sick and Float Days)
Regular Full-Time	35, 37.5 or 40	Yes	Yes	Yes	Yes	Yes
Regular Part-Time	35 to 39 ¹ Hours	Yes	Yes	Yes	Yes	Yes
Regular Part-Time	20 to 34 hours	Yes	No	Yes	Yes	Yes
Regular Part-Time	Less than 20 hours	No	No	Tracked for Enrollment ²	Tracked for Enrollment	No
Temporary Full-time (Hired to work less than 12 months)	35, 37.5 or 40	No	No	Tracked for Enrollment	Tracked for Enrollment	After six (6) months of continuous employment
Temporary Part-time (Hired to work less than 12 months)	20.0 or more hours	No	No	Tracked for Enrollment	Tracked for Enrollment	No
Temporary Part-time (Hired to work less than 12 months)	Less than 20.0 hours	No	No	Tracked for Enrollment	Tracked for Enrollment	No
Per Diem	As needed	No	No	Tracked for Enrollment	Tracked for Enrollment	No

¹ For example 35 hours in a 40 hour per week position.

² Tracked for Enrollment to determine eligibility pursuant to plan provisions