

## Classifications for Positions Based on Hours Worked

The following defines how your position is classified based on hours worked in a workweek.

### FULL-TIME STAFF

- Employees hired for a normal workload of 40 hours per week or 100 percent time.

### PART-TIME STAFF

- Part-time employees work less than 40 hours per week.

### REGULAR STAFF (BENEFITS ELIGIBLE)

- Employees who work for at least 20 hours per week for an indefinite period of at least four and one-half months, excluding students employed in a position that requires student status as a condition of employment.

### NON-STUDENT NON-REGULAR (NOT BENEFITS ELIGIBLE)

- Employees who do not meet the definition of regular staff employees. Employment neither exceeds 20 hours per week for a period of at least four and one-half months nor requires student status.

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### PROJECT STAFF

- Classified according to the duties performed and are assigned a title from the Pay Plan. Employees who hold project staff positions serve a fixed-term appointment of at least four and one-half months, but no more than 60 months.

### TRAINEES

- Employees who, through lack of specific skills or experience, are employed at a pay rate below the normal rate for a specific position and training period.

### SPLIT APPOINTEES

- Exempt employees appointed to both a faculty and a staff title.