



MOLLOY UNIVERSITY

Policy#: HR.108
Employee Classifications
Responsible VP: VP for Finance,
Treasurer
Responsible Office: Human
Resources
Approved By: Cabinet
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EMPLOYEE CLASSIFICATIONS

Essential Personnel

All non-exempt personnel assigned to the following departments are considered Essential Services Personnel;

Campus Safety, Custodial Services, and Maintenance.

Full-Time Employees

Full-time non-faculty employees are those scheduled to work at least thirty-five (35) hours per week and twelve months per year on a regular basis. Full-time employees are eligible to receive the benefit package as set forth in the Employee Benefit Guide and summary plan descriptions available on the Human Resources employee portal following the completion of any applicable introductory periods.

Full-time faculty employees assigned a full-time contract are eligible to receive the benefit package as set forth in the Employee Benefit Guide and summary plan descriptions available on the Human Resources employee portal following the completion of any applicable introductory periods.

Part-time Employees

Part-time non-faculty employees are those scheduled to work less than thirty-five (35) hours per week on a regular basis. Part-time employees are entitled to receive certain benefits specifically stated in the Employee Benefit Guide and summary plan descriptions available on the Human Resources employee portal following the completion of any applicable waiting periods. Benefit entitlements vary based on the actual number of hours worked per week. Part-time employees whether in a position considered exempt or non-exempt under the Fair Labor Standards Act are paid on an hourly basis.

Part-time faculty employees are those faculty assigned a part-time contract are entitled to receive certain benefits specifically stated in the Employee Benefit Guide and summary plan descriptions available on the Human Resources employee portal. The completion of any applicable waiting periods and may not be scheduled for hours or equivalent credit hours above 30 hours per week. Benefit entitlements vary based on the actual number of hours worked per week. Part time faculty employees whether in a position considered exempt or non-exempt under the Fair Labor Standards Act are paid on a per credit or per hour basis.

Per Diem Employees

Per diem employees are those hired with the understanding that their employment is on an as needed basis and will change from week to week. ***Such employees can work up to 25 hours in a pay week inclusive of all positions*** and are not entitled to non-statutory benefits. If a per diem employee is assigned to a regular position, seniority will be retroactive to the date of starting temporary employment for purposes of calculating benefit waiting periods. Vacation and personal leave will not be applied retroactively.

Seasonal Per Diem Employees

Seasonal employees are those scheduled to work only during the fall and spring semesters. Seasonal employees are entitled to receive certain benefits specifically stated in the Employee Benefit Guide and summary plan descriptions available on the Human Resources employee portal following the completion of any applicable waiting periods. Benefit entitlements vary based on the actual number of hours worked per week. If a seasonal per diem employee is assigned to a regular position, seniority will be retroactive to the date of starting temporary employment for purposes of calculating benefit waiting periods. Vacation and personal leave will not be applied retroactively.

Summer-Off Employees

Some positions are scheduled to work less than fifty-two (52) weeks per year on a regular basis. Summer-off employees are entitled to receive certain benefits as outlined in the Employee Benefit Guide and summary plan descriptions available on the ADP employee portal following the completion of any applicable waiting periods. Benefit entitlements vary based on the actual number of weeks worked per year. Annually, summer-off employees and their supervisors are expected to complete time sheets authorizing their summer schedule.

Temporary Employees

Temporary employees are those hired with the understanding that employment is for a specific, limited period of time generally not to exceed three (3) consecutive months of regularly scheduled hours. ***Such employees can work up to 25 hours in a pay week inclusive of all positions*** and are not entitled to non-statutory benefits. If a temporary employee is assigned to a regular position,

seniority will be retroactive to the date of starting temporary employment for purposes of calculating benefit waiting periods. Vacation and personal leave will not be applied retroactively. In rare instances, when a temporary employee is hired for a long-term temporary assignment (six months or greater), employee benefits as outlined in this handbook will be granted.

Exempt Employees

Employees designated as exempt are paid a salary and are not legally entitled to the overtime pay requirements of the Fair Labor Standards Act (FLSA). An exempt employee is therefore not entitled to overtime pay if they work more than 40 hours in a given work week. An exempt classification is determined by applying the specific tests provided by the FLSA that look at, among other things, job duties and responsibilities, scope of authority and level of independence in decision making. Acceptance of an exempt position at Molloy constitutes the acknowledgement that job responsibilities may sometimes require working more than the regularly scheduled hours.

Non-Exempt Employees

Employees designated as non-exempt are paid either on a hourly or salary basis and are entitled to the minimum wage and overtime requirements of the Fair Labor Standards Act (FLSA). As such non-exempt employees are entitled to be paid at least the minimum wage and to receive overtime payment for all hours worked over forty (40) in a given workweek. An employee who is designated as non-exempt must have their hours counted so that they can be paid overtime pay for any hours worked over 40 hours per week.