Policy 4.10
Employment Status

Responsible Official: VP for Human Resources
Administering Division/Department: Recruiting
Effective Date: March 29, 2007
Last Revision: June 14, 2007

Policy Sections:

I. Overview
II. Policy Details
III. Definitions
IV. Related Links
V. Revision History

Overview

All staff employees will be designated as being in either a regular full-time, regular part-time, temporary full-time or temporary part-time status.

Policy Details

STAFF DESIGNATIONS
Temporary - Employment of a specified limited duration not to exceed a period of nine consecutive months in a temporary part-time capacity or 12 consecutive months in a temporary full-time capacity.

Regular Full-Time - A regular work schedule of 40 hours per work week or 80 hours per bi-weekly pay period.

Regular Part-Time - A regular work schedule of less than 40 hours per work week or less than 80 hours per bi-weekly pay period.

Definitions

The following terms are related to employment status and are used elsewhere in this manual:

Active Employment - An employee is at work or on leave with pay.

Inactive Employment - An employee is on leave of absence without pay.

Re-employment - The employment of a previous Emory employee.

Break in Service - The period of time between an employee’s date of separation and the employee’s date of re-employment.

Full-time 36 hours per week - Leave accruals and retirement benefits will be based on hours worked. Life insurance and educational benefits will be based on a full-time status.

Related Links
Revision History

No previous versions of this policy were found.

Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.