



Employment Status

[Owner: Office of Human Resources]

The purpose of this policy is to set forth guidelines that consistently govern the determination of employment status for salary and benefit administration and to comply with employment and tax laws.

Definitions

Full-time Employee - Employees who are hired to work 30 hours per week or more. These employees are eligible for all benefits.

Part-time Employee – Employees who are hired to work between 0 and 29 hours per week. Part-time employees receive all legally-mandated benefits (such as Worker's Compensation insurance and Social Security), however, they are ineligible for all of the other Diocesan benefit programs.

Temporary Employee – Employees who are hired to work on a specific project or assignment which has an anticipated length of six months or less. Temporary employees receive all legally-mandated benefits (such as workers' compensation insurance and Social Security), however, they are ineligible for all of the Diocese's other benefit programs. Note: The term "anticipated" does not imply any expectation of employment for any specified period of time.

Exempt Employee – Employees who are exempt from the overtime pay requirements of the Fair Labor Standards Act. Exempt employees who are required to be paid on a salary basis may not have their pay reduced for variations in the quantity or quality of work performed. Employees who feel their pay has been improperly reduced should report this immediately following the procedures specified below. Exempt employees normally must receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked. However, exempt employees need not be paid for any workweek in which they perform no work at all for the Diocese.

Non-Exempt Employee – Employees who are not exempt from the overtime pay requirements of the Fair Labor Standards Act. These employees are to enter time into the time recordkeeping system and will be paid at an hourly rate of pay for all hours worked. Overtime at a rate of time and a half is to be paid to these employees who work over 40 hours per week in a workweek.