

Employee Classifications



Policy Number: 02.008	Responsible Office: Human Resources	Governing Body: College Council	Last Review Date: 5/27/2021
Scope: This policy applies to all persons who perform work for Antioch College and are paid a wage or salary.			

I. Introduction

The purpose of this policy is to define various classifications of employees at Antioch College for the purposes of determining certain obligations and benefits associated with employment at Antioch College.

II. Related Policies

- A. 02.023 Benefits
- B. 02.025 Vacations

III. Fair Labor Standards Act Job Classifications

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws:

- A. **Nonexempt employees** are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are not exempt from the law's requirements concerning minimum wage and overtime.
- B. **Exempt employees** are generally executives, managers, professional or administrative staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

IV. Classifications

All college employees fall within one of the classifications below.

- A. **Regular Full-Time Employees** are not in a temporary status and are regularly scheduled to work a full-time schedule at the College. To be classified as a Full-Time employee, you must work at least 30 hours per week. Generally, they are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefit program. Benefit packages depend on the individual employee offer letter and the Benefits Policy.
- B. **Regular Part-Time Employees** are not in a temporary status and are regularly scheduled to work less than the full-time schedule. To be classified as a Part-Time employee, you must work less than 30 hours per week. Regular part-time employees are eligible for some of the benefits offered by the college, subject to the terms, conditions and limitations of each benefit program. Benefit packages depend on the individual employee offer letter and the Benefits Policy.

- C. **Temporary Full-Time Employees** are hired as interim replacements or seasonal workers to temporarily supplement the workforce or to assist in the completion of a specific project and are temporarily scheduled to work the college's full-time schedule for a limited duration. To be classified as a Full-Time employee, you must work at least 30 hours per week. Employment beyond any initially stated period does not in any way imply a change in employment status. Benefit packages depend on the individual employee offer letter and the Benefits Policy.
- D. **Temporary Part-Time Employees** are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and are temporarily scheduled to work less than the college's full-time schedule for a limited duration. To be classified as a Part-Time employee, you must work less than 30 hours per week. Employment beyond any initially stated period does not in any way imply a change in employment status. Benefit packages depend on the individual employee offer letter and the Benefits Policy.
- E. **Student Employees** are employees whose primary role at Antioch College is the pursuit of a course of academic study and who, incidental to that primary role, are employed by Antioch College. Student employees are not eligible for benefits nor overtime and are paid bi-weekly at an hourly or fixed rate of compensation.
1. Student Employment at Antioch College is coordinated under the Antioch Works program. Antioch Works promises students on campus employment of an average of 10 hours per week. Exceptions where a student would work in more than one position and/or over 10 hours per week on average are coordinated through the relevant supervisor and the Dean of Cooperative, Experiential, and International Education. Under no circumstances can student employees work more than 1,000 hours per year.
 2. Classifications of student employment include:
 - a) Regular Student Employment
 - (1) Regular student employees are classified as temporary part-time employees.
 - (2) Regular student employees must maintain a minimum enrollment of six (6) quarter credits within the term in which they are working, unless employed over a block by arrangement between the supervisor and the Dean of Cooperative, Experiential, and International Education.
 - b) Co-op Student Employment
 - (1) If a student is working for the college during a co-op quarter, they may be classified as a temporary part-time or temporary full-time employee. Compensation and details of the position included in the individual offer letter.
 - c) Federal Work-Study Employment
 - (1) Students who meet federal work-study program eligibility requirements may be referred for employment opportunities from

the Student Financial Aid office, which oversees the work-study program.

V. Federal Work-Study

- A. The purpose of the Federal Work-Study (FWS) Program is to promote part-time employment opportunities for financially eligible students in order to help offset the students' cost of education. Federal funds are made available to the College that enables students with FWS awards to be hired by on-campus departments, or work in the public interest for a public or private nonprofit organization. Students are awarded FWS funds based on financial need.