



## Policy Directory

Responsible Division: Finance and Administrative Services  
Responsible Office: Human Resources  
Issue/Revision Date: 12/01/2017

## **Employment Classifications**

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### Policy:

Employees are classified at the time of employment as full-time regular, full-time temporary, part-time regular, part-time temporary, or seasonal. An employee whose work assignment is for less than 4.5 months is not entitled to benefits. Employees working less than 20 hours per week, regardless of whether they are regular or temporary, are not entitled to benefits.

Individuals hired to work at Alcorn State as full-time (100% FTE) employees shall not be allowed to work another 100% FTE for any other public or private entity without full disclosure and approval by the direct supervisor and/or department head (see Conflicts of Interest/ Secondary Employment/Gifts and Favors Policy refer to Conflicts of Interest/Outside Employment Policy).

### **Full-Time**

Full-time employees are employed in a regular, full-time (39 hours per week) position. This full-time status entitles the employee to all Alcorn State University benefit programs.

### **Part-Time**

Part-time employees work less than 39 hours per week. Those working over 20 hours per week receive leave benefits on a pro-rata basis. Employees working less than 4.5 months annually are not entitled to benefits. Those working less than 20 hours per week are not benefit eligible. Tuition benefits do not apply to part-time employees.

### **Contracts and Grant Employment**

These positions are funded through external funding in the form of a contract or grant. These employees are entitled to benefits on the same basis as other Alcorn State University employees. Benefits, including terminal leave payments, should be from grant fund sources, and should be built into fringe benefit costs at grant inception. The University will adhere to the provisions of Office of Management and Budget (OMB) Circular A-87 11.a. (1) (and any other applicable circulars).

### **Exempt and Non-exempt Employees**

Alcorn State University is subject to the requirements of the Fair Labor Standards Act.