

EMPLOYEE HANDBOOK

2.0 EMPLOYMENT POLICIES AND PRACTICES

2.1 Employment Definitions

Adjunct Faculty: A faculty member who is employed on a part-time contract on a semester-by-semester basis for specified classes or services and whose teaching load and faculty responsibilities over the course of an academic semester constitute less than that of full time faculty members. Adjunct faculty positions do not include all of the duties of regular faculty members. Adjunct faculty are not eligible for benefits.

Administrator: An employee whose job duties allow him or her to meet certain criteria to be "exempt" from state and federal minimum wage, overtime, and certain record-keeping requirements. Administrators typically fall into the "executives, managers, or supervisors" or "administrative employees" categories set forth by federal and Oregon wage and hour laws. As such, they are not eligible for overtime pay.

Annualized Salary: Salaries of employees who work less than full time may be stated as "annualized" in order to compare them with salaries of employees that work 40 hours per week for 12 months of the year. An annualized salary is obtained by dividing the actual salary by the employee's FTE. Example: A .75-FTE employee's actual salary of \$22,500 is a \$30,000 annualized salary.

Employment at Will: Employment at will means either an employee or the university is free to conclude the employment relationship at any time, with or without notice, with or without cause, and the employment relationship is not for any specified period of time. Oregon is an "at-will" state, so employees not employed on contracts are "at will."

Exempt: The legal classification for employees who are paid a salary and are not subject to (are exempt from) state and federal minimum-wage, overtime, and some record-keeping requirements. Certain criteria, including the types of job duties performed, have to be met to properly classify an employee as exempt. At the university, administrators and faculty are exempt employees.

Faculty: An employee who is employed on a faculty contract. Like an administrator, a faculty member is exempt from state and federal wage and hour laws. Faculty meet the state and federal definitions of "professional employee."

Full-Time Employee: Any support staff or administrator regularly scheduled to work 40 hours per week for 12 months of the year and whose total scheduled hours are 2,080 hours during the fiscal year. These scheduled hours include paid vacation, sick leave, and holiday hours. A full-time faculty member is one with an assigned workload of at least 24 credit hours during the academic year.

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**United States. Internal Revenue
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and Services Development demonstrates how differentiation this last critical component can be secured by the strategic use of technology and by engaging in two key learning methodologies **Revenue Reconciliation Act of 1997** United States. Congress. House. Committee on the Budget,1997 *Multimodal Corridor and Capacity Analysis Manual* ,1998 **Los Angeles Magazine** ,2003-11 Los Angeles magazine is a regional magazine of national stature Our combination of award winning feature writing investigative reporting service journalism and design covers the people lifestyle culture entertainment fashion art and architecture and news that define Southern California Started in the spring of 1961 Los Angeles magazine has been addressing the needs and interests of our region for 48 years The magazine continues to be the definitive resource for an affluent population that is intensely interested in a lifestyle that is uniquely Southern Californian

The Software Encyclopedia ,1985 **United States Code Congressional and Administrative News** United States,1998 Contains laws legislative history administrative regulations lists of committees proclamations executive messages and orders **Wheat Abstracts** ,1963 **Labor Relations Cumulative Digest and Index with Table of Cases** ,1935 Covers vols of Labor relations reference manual **Polk's Dearborn (Wayne County, Mich.) City Directory** ,1973 *Employee Handbook* Gravem-Inglis Baking Company,1966 The Peace Movement in the Old Northwest, 1860-1865 Wood Gray,1946 **Who's who in the Midwest** ,1972

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