

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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Table of Contents Employee Handbook Guidelines In California

1. Understanding the eBook Employee Handbook Guidelines In California
 - The Rise of Digital Reading Employee Handbook Guidelines In California
 - Advantages of eBooks Over Traditional Books
2. Identifying Employee Handbook Guidelines In California
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Employee Handbook Guidelines In California
 - User-Friendly Interface
4. Exploring eBook Recommendations from Employee Handbook Guidelines In California
 - Personalized Recommendations
 - Employee Handbook Guidelines In California User Reviews and Ratings
 - Employee Handbook Guidelines In California and Bestseller Lists
5. Accessing Employee Handbook Guidelines In California Free and Paid eBooks
 - Employee Handbook Guidelines In California Public Domain eBooks
 - Employee Handbook Guidelines In California eBook Subscription Services
 - Employee Handbook Guidelines In California Budget-Friendly Options
6. Navigating Employee Handbook Guidelines In California eBook Formats

- ePub, PDF, MOBI, and More
- Employee Handbook Guidelines In California Compatibility with Devices
- Employee Handbook Guidelines In California Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Employee Handbook Guidelines In California
 - Highlighting and Note-Taking Employee Handbook Guidelines In California
 - Interactive Elements Employee Handbook Guidelines In California
- 8. Staying Engaged with Employee Handbook Guidelines In California
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Employee Handbook Guidelines In California
- 9. Balancing eBooks and Physical Books Employee Handbook Guidelines In California
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Employee Handbook Guidelines In California
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Employee Handbook Guidelines In California
 - Setting Reading Goals Employee Handbook Guidelines In California
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Employee Handbook Guidelines In California
 - Fact-Checking eBook Content of Employee Handbook Guidelines In California
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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