

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."

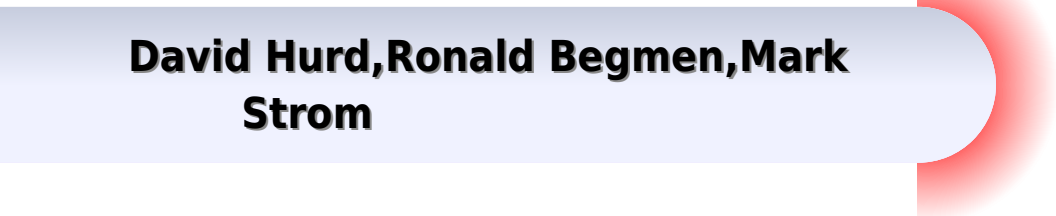
Exempt: The legal classification for employees who are paid a salary and are not subject to (are exempt from) state and federal minimum-wage, overtime, and some record-keeping requirements. Certain criteria, including the types of job duties performed, have to be met to properly classify an employee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

Employee Handbook Guidelines In California

**David Hurd, Ronald Begmen, Mark
Strom**



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CA Employer's Guide to Employee Handbook and Personnel Policy Manual Morrison & Foerster, 1997-03-06 To streamline manual creation policies are also available on diskette are adaptable to almost any wordprocessing application

Best Practices Leyna Bernstein, The Management Center, 1998-07-15 A Publication of The Management Center This is the first and only guide to creating personnel policies specifically tailored to the needs of nonprofit organizations in California Best Practices is designed to help readers produce their own employee handbooks update existing policies and identify new and innovative ones This step by step handbook features sample policies in a unique three level approach Each policy is presented in three versions to correspond to nonprofits of different sizes Sample policies illustrate key issues such as Employment and Employee Development Benefits Financial Benefits Unpaid Leaves of Absences Other Time Off Workplace Health and Safety Work Hours and Pay Work Practices and Work Environment Information and Communication Standards of Conduct and Ending Employment For each policy readers can choose the language form and style best suited to their organization s needs mission and work culture The book also comes with a 3 5 inch diskette for quick and easy implementation of potential policies and updates Create Your Own Employee Handbook Sachi Clements, 2023-12-26

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Handbook of Standards and Guidelines in Ergonomics and Human Factors Waldemar Karwowski, 2005-12-16 A comprehensive review of international and national standards and guidelines this handbook consists of 32 chapters divided into nine sections that cover standardization efforts anthropometry and working postures designing manual material human computer interaction occupational health and safety legal protection military human factor standar *California. Supreme Court. Records and Briefs* California (State)., Court of Appeal Case s B036925 **California Employment Law: An Employer's Guide** James J. McDonald, Jr., 2024-04-16 California Employment Law An Employer s Guide is the go to guide for anyone who must contend with employment law in California as part of their day to day work including employers based outside of California with employees working in the state This valuable reference is comprehensively updated to address new developments in 2021 including new requirements for severance agreements new restrictions on non disparagement agreements expansion of the California Family Rights Act to include parents in law new Cal OSHA penalties for enterprise wide and egregious violations and many more

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