Rice University Human Resources Policy No. 414

EMPLOYMENT DEFINITIONS

I. General Policy

This policy applies to all Rice University Staff.

Two basic types of employment positions
All staff members' positions are defined either as "professional, executive, or administrative" positions or as "technical or support" positions.

A "professional, executive, or administrative" staff position meets the Fair Labor Standards Act criteria for executive, administrative, or professional status (exempt status). Individuals in these positions are not eligible for overtime compensation (See Compensation Policy).

A "technical or support" position makes an employee eligible for overtime pay (See Compensation Policy). A technical or support position does not meet the Fair Labor Standards Act criteria for exempt status.

Additional categories of employees
Employees in "professional, executive, or administrative" positions and "technical or support" positions may be classified in the following categories:

A regular full-time employee is employed in a position that is budgeted for 40 hours per week, 52 weeks per year (2080 hours per year).

A regular part-time employee is employed in a position that is budgeted for fewer than 40 hours per week or fewer than 52 weeks per year, but for at least 1000 hours per year.

A temporary employee is employed for a specific, usually predetermined period of time. Temporaries are generally used to replace staff members on leave, assist during peak workload periods, or perform seasonal duties. If the projected time and hour commitment is greater than 1000 hours per year, a temporary employee may be enrolled in University benefit programs. This action is subject to Affirmative Action review.

A casual employee is employed on an ongoing basis in a position that is budgeted for fewer than 1000 hours per year and generally requires fewer than 20 hours of work per week.

An on-call employee is employed on an as-needed and as-available basis for fewer than 1000 hours per year.

II. Responsible Official and Key Offices to Contact Regarding the Policy and its Implementation

Responsible Official: Vice President for Administration
Key Offices: Human Resources

Policy History
Clerical Change: January 19, 2018
Supersedes:
Policy No. 409-93 (Employment Definitions), 01/01/93