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## **EMPLOYMENT STATUS**

Each applicant for employment will be informed of his/her employment status at the time of hiring. The employment status will be one of the following:

### **Full Time/Full Year**

An employee working 30 or more hours per week, 12 months per year.

\*Full Time/Full Year employees are eligible for paid benefits.

### **Full Time/Part Year**

An employee working 30 or more hours per week, less than 12 months per year. \*Full Time/Part Year employees are eligible for paid benefits.

### **Part Time/Full Year**

An employee working less than 30 hours per week, 12 months per year. Part Time/Full Year employees are not eligible for paid benefits.

### **Part Time/Part Year**

An employee working less than 30 hours per week, less than 12 months per year. Part Time/Part Year employees are not eligible for paid benefits.

### **Temporary/Substitute**

An employee hired on an hourly, daily or monthly basis. Temporary/Substitute employees are not eligible for paid benefits.

\*Full Time /Full Year or Full Time/ Part Year employees hired for grant positions that do not include benefits in the funding will not be eligible for paid benefits. Full Time employees split between more than one grant when benefits are included in the funding for one grant but not the other will be given a percentage of paid benefits. The percentage of paid benefits will match the percentage of the employee's salary being charged to the grant with benefits.

In order for the employment status to change from part time to full time, an employee has to average at least 30 hours per week during a consecutive ten-week period.

If an employee's status changes from full time to part time, benefits will be discontinued.