



# KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

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**POLICY TITLE:**

**Employee Classification Policy**

**VOLUME, SECTION & NUMBER:****ENTITIES AFFECTED:**

**Staff**

**ADMINISTRATIVE AUTHORITY:**

**Office of Human Resources**

**APPROVED BY:**

**Office of the President**

**EFFECTIVE DATE:**

**July 8, 2024**

**REVISED FROM:**

**2013 Human Resources Policy Manual**

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**POLICY STATEMENT:**

The Office of Human Resources (HR) of Kentucky State University (KSU) will review new hires to verify that employees are properly classified based upon the definitions contained within this policy. HR will ensure that employees receive the appropriate benefits based upon their classifications. Supervisors are responsible for verifying that each employee fulfills his or her obligations of meeting the hours required for each position.

**EMPLOYEE CLASSIFICATIONS:****Intermittent Employees**

KSU hires intermittent employees for specific assignments on an as-needed and non-benefited capacity. KSU only pays intermittent employees for the actual time worked, and there is no guarantee of the amount of work needed. Intermittent work for retirees of KSU is also subject to the rules of the KERS and KTRS retirement systems, and abiding by those restrictions is the responsibility of the employee.

**Full-Time Employees**

Full-time employees are employees who are continuously assigned to work a minimum of 37.5 hours per week

(40 hours where entire units or offices remain open, such as Physical Plant, Public Safety, Information Services and Resources, and others), and who have an employment period of at least 9 months per year. Full-time employees are eligible to participate in all KSU-provided benefits.

### **Part-Time Employees**

Part-time employees are employees hired to regularly work between 20 and 24 hours per week for a period of at least nine (9) months per year. Part-time employees are ineligible to participate in KSU-provided benefits.

### **Seasonal Employees**

KSU hires seasonal staff employees to perform specific jobs or work specific events that occur only during certain times of the year. Such employees are not eligible to participate in any KSU-provided benefits. Seasonal employees may work up to a full-time schedule during the pre-defined season for which they are hired.

### **Temporary Employees**

Temporary employees are those hired with the expectation that their employment is limited to a particular period of need and will likely terminate on or before the end of that period, according to the needs of the department. Temporary staff may be hired to replace regular employees during authorized leaves of absence or for special projects. Temporary staff are not eligible for KSU benefits. Temporary assignments generally do not extend beyond a 9-month period, unless approved by KSU's Director of Human Resources.

### **Volunteers**

Volunteers perform hours of service for KSU for civic, charitable, or humanitarian reasons and without promise, expectation, or receipt of compensation (wages, employee benefits, etc.). Individuals interested in volunteering must contact HR and sign a volunteer agreement and pass a criminal background check prior to providing services for KSU. Volunteers may also need to sign any other applicable forms (such as a confidentiality form or waiver of liability form).

## **EXEMPT AND NON-EXEMPT EMPLOYMENT STATUS:**

Every employee is classified as either "exempt" or "non-exempt," as required by applicable state laws and regulations and the provisions of the Fair Labor Standards Act, as amended (FLSA). Federal and state wage and hour laws require that employees performing certain kinds of jobs be compensated with extra pay (i.e., overtime pay) for all hours worked in excess of 40 hours in a single week. Jobs that are deemed to be professional, managerial, administrative, executive-level, or sales-related are "exempt" from the aforementioned regulations; accordingly, exempt employees are not eligible for overtime pay.

Jobs which are not exempt from overtime provisions are commonly referred to as "non-exempt" jobs, and persons employed in those jobs are non-exempt employees.

## **STATUTORY AND REGULATORY REFERENCES:**

Fair Labor Standards Act, as Amended

KRS 161.605

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