

X. PERSONNEL CLASSIFICATIONS AND DEFINITIONS

A. POLICY

Employees shall be placed in jobs they are qualified to perform and will be classified and reported upon in accordance with prevailing practice and requirements reflected in the Fair Labor Standards Act (FLSA).

Employee Classifications

Employees are classified as either exempt or nonexempt under federal and state wage and hour laws, and are further classified for administrative purposes, such as the administration of benefits like paid vacation or holidays. These classifications do not determine eligibility for participation in the group health plan or deferred compensation plans. Eligibility for participation in the group health plan and deferred compensation plans is governed by the terms of the plan documents as well as applicable federal and state laws.

Exempt Employees

Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and state law and who are exempt from minimum wage and/or overtime pay requirements.

Nonexempt Employees

Nonexempt employees are employees whose job positions do not meet FLSA or applicable state exemption tests, and who are not exempt from minimum wage and overtime pay requirements. Nonexempt employees are eligible to receive overtime pay for hours worked in excess of 40 hours in a given workweek, or as otherwise required by applicable state law.

For the purpose of calculating overtime pay, the work hours of each workweek stand-alone. Paid time off, such as vacation or sick leave, is not included in the calculation of worked hours for the purposes of calculating overtime.

Full-Time Employees

Full-time employees are those who are regularly scheduled to work a schedule of **40** hours per week (based on local, state and/or federal regulations, full-time hours may range between from 30-40 hours per week as determined by Center/Site) who, generally, unless otherwise stated, have no definite limit to the intended term of service..

Part-Time Employees

Part-time employees are those who are regularly scheduled to work fewer than **what is defined as full time** hours as determined by Center/Site. Part-time employees may be assigned a regular work schedule or may work on an as-needed basis.

Temporary Employees

Temporary employees are those who are employed for short-term assignments. Temporary employees are generally hired to temporarily supplement the workforce or assist in the completion of a specific project. These temporary employment assignments are of limited duration usually 6 months or less. Temporary employees may be classified as exempt or nonexempt on the basis of job duties and compensation.

Graduate Students/Research Assistants working under the guidance of staff members of an AURA Business Unit while engaging in work on their dissertation are also classified as temporary employees.

Temporary Research Assistants/Students, regardless of the duration of employment, are considered temporary employees.

Individuals Not Considered AURA Employees

Persons in the following categories are not considered employees of AURA, receive no remuneration from AURA, and do not qualify for the benefit plans or programs of AURA. Although not meant to be an exhaustive list, the following serve as examples of such positions:

Non-resident Scientific Staff

Visiting Scientists

Guest Investigators

General Observers

Archival Researchers

Temporary/Contract Staff employed through agencies or subcontractors.

Contractors

Volunteers

These individuals are outside of the parameters of these policies. Details of the appointment of these persons are covered in their individual letter of appointment.

Policy Title and Number: B-X – Personnel Classifications and Definitions

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