

**NORTH GEORGIA  
COLLEGE & STATE UNIVERSITY  
POLICY AND PROCEDURE MANUAL**

P & P NO 800.0

EFFECTIVE  
DATE July 1, 1997

REVISED  
DATE July 1, 2007

SUBJECT: **Types of Employment**

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**DEFINITIONS**

**Regular Employee** – An employee who is employed for a continuous period of time that is expected to exceed six months.

**Temporary Employee** – Personnel who are not employed as "regular" employees are "temporary" employees. Temporary employees shall be employed for a period no longer than six calendar months; however, such temporary employment may be extended up to an additional six months if the appropriate employing supervisor or department head of the said institution of the University System needs the services of that individual, subject to the approval of the chief business officer of the institution or his/her designated representative. Once an individual has served as a "temporary" employee for a twelve month period he/she shall not thereafter be employed as a "temporary" employee until a period of thirty calendar days has elapsed. All student assistants shall be and are classified as "temporary", and employment as student assistants shall not be subject to the reemployment restriction outlined above. *Temporary employees are not eligible for benefits.*

**Limited Term Employee** – Employees who are hired to fill a benefits-eligible position for a specific period of time (usually six months to one year) but are not expected to continue indefinitely. Limited Term employees are eligible for benefits. The most common reason for hiring a Limited Term employee is an immediate need to fill a benefits-eligible position until the position can be filled on a long-term basis. Positions should not be filled as Limited Term for more than three (3) years.

**Faculty**

Nine-Month – Nine-month faculty are faculty members who are not regularly scheduled to work during summer hours.

Twelve-Month – Twelve-month faculty are faculty who work throughout the calendar year.

**Professional and Administrative Personnel** - All employees who are exempt from the Federal Wage-Hour provisions of the Fair Labor Standards Act because of their professional or administrative responsibilities, and who are not identified as Faculty or Graduate Assistants, shall be designated as Professional and Administrative Personnel.

**Staff** - All employees who are not exempt from the provisions of the Fair Labor Standards Act shall be designated as Staff.

**Student** – NGCSU students whose employment with the university is contingent upon their student status are designated as Student Employees.

**Full-Time** – Full-time employees are scheduled to work as follows:

Faculty – Teaching and/or other assignments that constitute a full-time workload as determined by the Vice President of Academic Affairs.

Non-Faculty – Forty hours per week.

**Part-Time** – Part-time employees are scheduled to work fewer hours than Full-Time employees.

**Exempt** – Exempt employees are exempt from the provisions of the Fair Labor Standards Act (FLSA) and are not eligible for payment or compensatory time for overtime work. Exempt employees are paid monthly. Determination of exemption from the provisions of the FLSA is based upon the job responsibilities for a position and is made by the Director of Human Resources.

**Non-Exempt** – Non-exempt employees are covered by the provisions of the FLSA and are eligible for payment or compensatory time for overtime worked at the rate of 1 ½ hours of pay or compensatory time for each hour of overtime work. Non-exempt employees are paid bi-weekly.

## **POLICY**

North Georgia College & State University's employment policy is to hire the best qualified applicant for each position without regard to age, sex, religion, race, color, national origin, veteran status or disability.