

# Employee Classifications

The following classifications apply to employees who are on the University payroll.

## **Exempt And Non-Exempt Employees:**

In addition to the categories outlined below, all employees are classified by Federal and state law as either exempt or non-exempt from the provisions of the *Fair Labor Standards Act*. All Faculty and teaching positions at the University are classified as exempt. Staff and administrators are classified as either exempt or non-exempt, depending upon their job function and their annual salary.

Exempt employees are paid their salary semi-monthly on the 15<sup>th</sup> and last business day of the month. Non-exempt employees are paid hourly on the bi-weekly payroll for the previous two weeks worked on the proceeding Friday. If these dates land on a weekend or a banking holiday then the pay date is pushed back to the prior business day.

- **Full-Time Employees:**

Faculty who are designated as full-time according to their contracts and non-faculty employees who work 35 hours or more per week. Upon completion of the various required waiting periods, full-time non-union employees are eligible for the benefits described on this site <https://www.yu.edu/hr/benefits>. SEIU1199 Union employees are eligible for the 1199 union benefits in accordance with their terms and conditions, they may also be eligible for certain university benefits described on this site <https://www.yu.edu/hr/benefits>.

- **Part-Time Employees:**

Faculty who are designated as part-time according to their contracts and non-faculty employees who work 20 hours or more but less than 35 hours each week. Upon completion of the various required waiting periods, non-union part-time employees are eligible for the part time benefits described on this site <https://www.yu.edu/hr/benefits>. SEIU1199 Union employees are eligible for the 1199 union benefits in

accordance with their terms and conditions. SEIU 1199 Union employees may also be eligible for certain university benefits.

Part time staff members will be paid for holidays during which the University is closed and that fall on their regularly scheduled workdays. They will not be paid for holidays during which the University is open, or which fall on days they do not normally work.

- **Adjunct Faculty:**

Those who teach 7 or fewer credits per term. These employees are eligible only for statutory benefits (Worker's Compensation, NY State Disability Insurance, Social Security, Unemployment Insurance) and earn safe and sick leave at the rate of one hour for every 30 hours worked, up to a maximum of 56 hours per year, unless otherwise required by law.

- **Casual Employees (less than 20 hours per week):**

Those who work regularly but less than 20 hours each week. Casual employees may have a fixed schedule or one that fluctuates. These employees are eligible only for statutory benefits (Worker's Compensation, NY State Disability Insurance, Social Security, Unemployment Insurance) and earn safe and sick leave at the rate of one hour for every 30 hours worked, up to a maximum of 56 hours per year, unless otherwise required by law.

- **Temporary Employees:**

Those who are hired for a specified period of time, usually less than three months. Regardless of the number of hours worked, these employees are eligible only for statutory benefits (Worker's Compensation, NY State Disability Insurance, Social Security, Unemployment Insurance) and earn safe and sick leave at the rate of one hour for every 30 hours worked, up to a maximum of 56 hours per year, unless otherwise required by law.

- **Student Employees:**

Those who are matriculated undergraduate or graduate students and are employed in a student-designated job during the academic year or over the summer months. Regardless of the number of hours worked, student employees are eligible only for statutory benefits (Worker's Compensation, NY State Disability Insurance, Social Security, Unemployment Insurance) and earn safe and sick leave at the rate of one hour for every 30 hours worked, up to a maximum of 56 hours per year, unless otherwise required by law.

- **Change Of Category:**

Temporary and casual employees who become full-time or benefits-eligible part-time non-union employees will become eligible for benefits upon completion of the various required waiting periods in their new category. Service in a temporary or casual category does not count toward completion of the required waiting periods for university benefits.

Temporary employees filling SEIU 1199-equivalent positions and who have been on the University's payroll for 90 days will be enrolled in the union on the 91<sup>st</sup> day and will be eligible for union benefits in accordance with their terms and conditions.

Full-time and regular part-time employees who change to the temporary or casual category will lose their eligibility for all but statutory benefits as described above. They may, however, convert their medical insurance coverages to direct-payment memberships for a specific time in accordance with COBRA or to non-group memberships in accordance with the conversion policies of the various insurance plans.