

# Types of Employment

## Summary

The university's different types of employment.

## Purpose

To provide guidance on the university's different types of employment.

## Policy

Employment at Columbus State University is structured into the following two types:

### Regular

Personnel employed for a continuous period of time that is expected to exceed six calendar months shall be known as regular employees. Regular employees may be one of three types:

- A. Full Time: Full time employees work 40 hours per week and are eligible for the fringe benefit package.
- B. Part Time Benefits Eligible: These employees work at least 20 but less than 40 hours per week and are eligible for the benefits package on a pro rata basis.
- C. Part Time Benefits Ineligible: These employees work 19 hours or less per week and are not eligible for the benefits package.

### Temporary

Personnel who are not hired as regular employees are temporary employees. Temporary employees shall be employed for a period not 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 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 re-employment

restrictions outlined above. Temporary employment may be full-time or part-time but does not carry benefit eligibility. Due to the nature of temporary employment, temporary employees may be terminated without right of appeal, at any time at the discretion of the employing unit.

### **Provisional Employment Period**

With the exception of certain public safety employees, all classified employees are required to serve the first six months of employment in the University System on a provisional basis to provide the employer an opportunity to evaluate the employees performance. If the work of the employee is satisfactory, employment will be continued. Should the work not be satisfactory, the employee will be notified in writing prior to the completion of the six months provisional period and the employee may be terminated at that time without the right of appeal or any of the procedural protections.

Public safety employees are subject to the same provisional employment requirement as other classified employees, except that the six month provisional period will not begin until any person employed as a public safety officer has completed his/her mandated training for certification as a police officer. This special provision only applies to those public safety employees for whom specified training is mandated by state law and such training occurs after their employment. Temporary employees hired into regular positions are considered new employees and will serve a six month probationary period beginning with the first work day of regular employment. Employees who transfer from one department or position to another will not be required to serve a new six month provisional period.

### **Related USG Policy**

USG Human Resources Administrative Practice Manual

### **Last Update**

7/26/18

### **Responsible Authority**

CSU Human Resources