



# University of North Alabama

## Staff Handbook

### Employment Status and Classification

#### **Status Classifications for Staff Positions**

All staff employees are classified at the time of employment as: (1) provisional; (2) full-time regular; (3) half-time regular; (4) three-quarters' time regular; (5) part-time regular; (6) full-time temporary; and (7) part-time temporary. Each category of employment is entitled to different levels of benefits as explained in the University's [Employee Policy Manual & Handbook](#).

**Provisional Employee:** The first three calendar months of a non-exempt regular employee's employment is considered a provisional period.

**Full-Time Regular Employee:** An employee who has an indefinite appointment and works at least 40 hours per week for generally twelve months per year.

**Half-Time Regular Employee:** An employee who has an indefinite appointment and works an average of 20 to 29 hours per week.

**Three-Quarters' Time Regular Employee:** An employee who has an indefinite appointment and works an average of 30 to 39 hours per week.

**Part-Time Regular Employee:** An employee who has an indefinite appointment and works an average of 19 hours or less per week.

**Full-Time Temporary Employee:** An employee who is employed for a specific period of time or for the duration of a project or activity. The employee does not have an indefinite appointment and works at least 40 hours per week.

**Part-Time Temporary Employee:** An employee who works an irregular schedule or varied hours for a specified period and does not meet the requirements established for a full-time temporary employee. The part-time temporary employee may be employed for: (1) three-quarters' time (30 to 39 hours per week); (2) half-time (20 to 29 hours per week); or less than half-time (19 hours per week or less).

*\*In compliance with the Affordable Care Act, employees in this classification could be eligible for health insurance as part of the University's group health plan.*