Classifications of Staff Employment

Mount St. Joseph University maintains an employment-at-will relationship with all staff members, excluding faculty with annual contracts. The University or the employee may terminate the employment relationship at any time with or without cause or reason. This is a mutual right able to be exercised by both parties.

Employment Classifications

Employees are classified as either exempt or nonexempt for purposes of federal and state wage and hour laws.

Exempt

Employees primarily perform work that is not subject to overtime provisions of the Fair Labor Standards Act and are paid on a regular, salaried basis. Exempt employees of Mount St. Joseph University are classified according to the following exemptions by the Human Resources Department after review of the employee's position description. Exempt employees are not eligible for overtime pay.

- **Executive**
  To qualify for the executive exemption, an employee's primary duty is management of a recognized function of the university. These employees must also supervise at least two (2) full-time equivalent employees and have meaningful input into hiring and firing.
- **Administrative**
  To qualify for the administrative exemption, an employee's primary duty is office or non-manual work that requires "discretion and independent judgment with respect to significant matters".
- **Professional**
  To qualify for the professional exemption, an employee's primary duty is performing work that requires "advanced knowledge that is predominantly intellectual in character and includes work requiring the consistent exercise of discretion and judgment".
- **Academic Administrative**
  To qualify for the academic administrative exemption, an employee's primary duty consists of an "administrative function directly related to academic instruction or training". Academic administrative personnel are employees who perform administrative tasks and interact with students outside the classroom, such as deans, department chairs, academic counselors, and academic advisors.
- **Teaching**
  To qualify for the teaching exemption, an employee's primary duty is "teaching, tutoring, instructing, or lecturing in the activity of imparting knowledge and who is employed and engaged in this activity as a teacher in an educational institution." University full-time, pro-rata, and adjunct faculty typically qualify for this exemption.

Full-time coaches or trainers can generally be classified exempt under either the teaching exemption or the academic administrative exemption depending upon the primary duty of their job description.

This information is part of Mount St. Joseph University's Employee Handbook.

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Positions classified as exempt are not subject to the overtime pay provisions of the Fair Labor Standards Act (FLSA). Each administrative officer and/or supervisor shall be responsible for the determination and assignment of responsibilities to each exempt employee in their division and also shall establish the general limits of the annual work schedule. Exempt staff members are expected to work whatever number of hours are required in order to accomplish duties without the expectation of overtime pay or compensatory time off.

Nonexempt

Employees primarily perform work that is subject to overtime provisions of the Fair Labor Standards Act and are paid on an hourly basis. Nonexempt employees are paid at least the minimum wage and are eligible for overtime pay at the rate of 1.5 times their regular hourly rate for all hours worked over 40 hours a week.

Full-time nonexempt staff are those employees performing support functions with a 40 hours per week schedule. Regularly scheduled full-time workload for nonexempt staff will not exceed forty (40) hours per week.

Part-time
A part-time employee is one who is regularly scheduled to work 30 hours per week or less on average. A part-time employee is eligible for some benefits sponsored by the University, subject to the terms, conditions, and limitations of each benefit program. *Part-time employees who work consistently 30 hours per week may be eligible to participate in the University's health care benefit through the Affordable Care Act.

Other Classifications of Employment

Temporary
A temporary employee is one who is hired as an interim replacement, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of limited duration. Employment beyond any particular period does not imply a change in status. A temporary employee retains that status unless notified of an official change by the University. A temporary employee is not eligible for any benefits sponsored by the University.

Student Employees
Students may be employed through the Offices of Student Administrative Services and Human Resources, subject to the restrictions established by these offices. Student employment is considered temporary and such employees are not eligible to participate in the University's employee benefit programs.

Casual
A casual employee is one who works for the university on an intermittent and/or unpredictable basis. A casual employee is not eligible for any benefits sponsored by the university and is normally paid on a stipend basis.

Benefit Eligibility

Full-time Benefit Eligible
The university offers to full-time benefit eligible employees all benefits that we currently provide.

Part-time Benefit Eligible
The university provides part-time benefit eligible employees retirement, pro-rated PTO and holiday pay. The university also provides mandated benefits of Social Security, Medicare, and is subject to Federal Insurance Contributions Act (FICA), a federal employment tax used to fund Social Security and Medicare. The University also carries Worker's Compensation insurance for its employees.

Non Benefit Eligible
The university provides non benefit eligible employees mandated benefits of Social Security, Medicare, and is subject to Federal Insurance Contributions Act (FICA), a federal employment tax used to fund Social Security and Medicare. The University also carries Worker's Compensation insurance for its employees.