OM 3.4.1 The Four Types of Appointments

1. **Active Full-Time Employees.** These employees are appointed on a full-time, twelve-month service basis, engaged at a definite hourly rate, paid biweekly for the normal work week hours of thirty-seven and a half (secretarial, clerical and service), or forty (maintenance, campus safety, and service). Employees in this category are eligible for all fringe benefits.

2. **Active Part-Time Employees.** These employees are appointed on a part-time, twelve-month service basis, engaged at a definite hourly rate, paid biweekly. Part-time employees shall be hired on the basis of half-time (average of seventeen and a half to twenty hours per week), or three-quarter time (average of twenty-eight to thirty hours per week). Employees in this category are eligible for all fringe benefits except group long-term total-disability coverage. The following fringe benefits will be prorated based on half time or three-quarter-time status: vacations and sick leave.

3. **Seasonal Employees.** These employees are normally appointed for periods of ten months or less, either on a full-time or part-time basis, and are engaged at a definite hourly rate paid biweekly. Full-time seasonal employees are eligible for all fringe benefits. Part-time seasonal employees are eligible for all fringe benefits except group long-term total-disability coverage. All part-time seasonal employees shall be hired on the basis of one-half time or three-quarter time. The following fringe benefits will be prorated for all seasonal employees based on the one-half time or three-quarter time status: vacations and sick leave.

4. **Temporary Employees.** Any employee hired on the basis of working less than seventeen and a half hours per week is classified as temporary. Additionally, an employee hired to work for a specified time period of less than one academic year is also classified as a temporary employee. All temporary employees are eligible for statutory benefits as defined by state and federal law. Temporary employees who work on the average of at least seventeen and a half hours per week and are initially hired for a minimum of three months will be eligible for medical and dental benefits and group life insurance. No other fringe benefits shall apply to temporary employees.

History

July 1987
Editorial Revision January 2004
Editorial Revision, December 2019