



## Lehigh University Human Resources Policy

Policy Number: 202  
Effective Date: circa 2007  
Revisions:  
Applicability: All Staff Members

### CATEGORIES OF EMPLOYMENT POLICY

#### **Purpose:**

Policy on different employment types at Lehigh University

#### **Policy:**

#### ***Introduction***

Lehigh University is committed to attracting and retaining the highest quality staff to achieve the goals of the University. In such a large and diversified organization, it is necessary for managerial and operational purposes to have staff members serving many different functions on a full time and part time basis. Therefore, it is necessary to define the various categories of employment.

The “common law” standard is the primary guideline used to determine worker status (e.g., employee vs. independent contractor/consultant). Under the common law standard, an employer-employee relationship exists when the business has the right to direct and control the worker who performs a service. Control refers not only to the result to be accomplished by the work, but also the means and details by which that result is accomplished. The employer does not have to actually direct or control the manner in which the services are performed; having the right to do so is sufficient.

#### ***Full Time Staff***

Salaried employees working at least 75 percent of a full time schedule who are appointed to benefits eligible positions are categorized as full time staff. The primary role of these employees is not instruction at the collegiate level. These individuals are eligible for most full time benefits including the *Flexible Benefits Plan* for health and welfare benefits. This category excludes employees of affiliated organizations and leased employees. The affiliated organizations are wholly owned subsidiaries of Lehigh University: Benjamin Franklin Technology Partners, Manufacturers Resource Center, and the Lehigh and Northampton Counties Revolving Loan Fund. Employees of these organizations are not Lehigh employees. They are employees of the subsidiary organization but are under the terms of an Agency Agreement for Payroll and Benefits that are eligible for most Lehigh benefits (cost incurred by the subsidiary).

Under the category of full time staff there are classifications of exempt and nonexempt staff and designations of classified and unclassified staff.

**Exempt Staff:** Salaried staff who perform work that is defined as “exempt” from the overtime and minimum wage requirements of the *Fair Labor Standards Act*. Positions classified as exempt are generally considered managerial/professional and include administrative positions such as accountants, consultants, development and liaison officers, directors, associate directors, student affairs and residence hall personnel, admissions counselors, medical directors, nurses, and technology team leaders. The annual full time schedule for exempt staff includes a minimum of 2,080 hours, which generally equates to a 40 hour work week. The 75 percent threshold for full time benefits requires a minimum of 1,560 scheduled hours per year.

*Classified Exempt Staff* are those employees holding positions that are covered by the University’s Exempt Staff Position Evaluation Plan. Included are all exempt staff positions except the Unclassified Exempt Staff, Exempt Research Personnel, and Centennial School Exempt Employees.

*Unclassified Exempt Staff* are limited to the president, vice presidents, and the deans of the four colleges.

**Exempt Research Personnel:** *Research Scientists/Engineers* are exempt staff who perform work primarily related to scientific research, engineering design and analysis, problem solving, or technology transfer with industry.

*Research Associates* are exempt staff who perform work primarily related to scientific research to gain professional experience and additional advanced research training.

*Research Interns* are exempt staff working in the special education and human services field based programs in the College of Education. Centennial School exempt employees are not included in this classification.

**Centennial School Exempt Employees:** *Centennial School Teaching Staff* are responsible for providing instruction to the students of the Centennial School. *Centennial School Exempt Staff* are employees of the Centennial School who perform exempt work other than direct instruction of Centennial School students.

**Nonexempt Staff:** Salaried staff who perform work that is “not exempt” from the overtime and minimum wage requirements of the *Fair Labor Standards Act*. Positions classified as nonexempt are generally considered administrative/clerical, service, technical and maintenance positions such as secretaries, department coordinators, child care workers, bus drivers, police officers, help desk technicians, and laboratory assistants. The annual full time schedule for nonexempt staff includes a minimum of 1,950 hours, which equates to a 37.5 hour work week. The 75 percent threshold for full time benefits requires a minimum of 1,462.5 scheduled hours per year.

### ***Part Time Staff***

Part time staff are salaried employees working less than 75 percent of a full time schedule who are appointed to benefits eligible positions, excluding employees of affiliated organizations and leased employees. The primary role of these employees is not instruction at the collegiate level. These individuals are eligible for limited benefits.

All designations listed for full time staff also apply to part time staff.

### ***Temporary Employees***

Temporary employees are individuals employed on a temporary, as needed basis. Employee categories include wage employees, temporary salaried personnel, and visiting research scientists. Appointments may be full time or part time and are temporary in nature. Temporary staff are not eligible to participate

in university benefit plans. (See *Wage/Temporary Employment* policy for information on wage employment.)

***Retirees***

Retirees are defined as former employees who left the University after reaching age 59-1/2 and completing 10 continuous years of full time benefits eligible service or after reaching age 55 and completing 25 continuous years of full time benefits eligible service to the University.

**Keywords:** Research, Exempt, Nonexempt