

201: Employment Categories

Status: Accepted

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It is the intent of Lincoln to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by Lincoln management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in temporary or introductory status and who are regularly scheduled to work Lincoln's full-time schedule for an indefinite duration. Generally, they are eligible for Lincoln's benefit package, subject to the terms, conditions, and limitations of each benefit program and terms of collective bargaining unit, if applicable.

REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule, but at least 20 hours per week, for an indefinite duration. Regular part-time employees are eligible for some benefits sponsored by Lincoln in accordance with the appropriate collective bargaining agreement or other University policy, subject to the terms, conditions, and limitations of each benefit program.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with Lincoln is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

TEMPORARY employees are those who are hired to work on either short- or long-term assignments without being treated as a permanent employee and lacking the benefits of permanent employees. Temporary employees are normally utilized by employers to meet seasonal or other demands that they do not have the internal resources to meet. Employment assignments in this category are of a specified duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security, etc.), they are ineligible for all of Lincoln's other benefit programs.

Temporary Employees must be supervised by a Regular University employee at all times.

Temporary Employees receive salary, but no benefits, enabling departments to augment staff for a predetermined specific period of time. A Temporary Employee cannot work more than 999 hours in any one fiscal year (July 1 – June 30).

Faculty

REGULAR FULL-TIME faculty are those who teach, per fall and spring semester, a full load of 12 course credits, or perform an equivalent service, and are employed for nine months, normally August 15 through May 15. Generally, they are eligible for Lincoln's benefit package, subject to the terms, conditions, and limitations of each benefit program and terms of the collective bargaining agreement.

REGULAR PART-TIME faculty are those who teach, per fall and spring semester, less than a full load of 12 course credits but at least a half load of 6 course credits and are employed for nine months, normally August 15 through May 15. Regular part-time faculty are eligible for some benefits sponsored by Lincoln, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME faculty are those who teach less than 6 course credits. Part-time faculty do receive all legally mandated benefits (such as workers' compensation insurance and Social Security, etc.) but are ineligible for all of Lincoln's other benefit programs.