



## RUTGERS POLICY

**Section:** 60.9.23

**Section Title:** Legacy UMDNJ policies associated with Human Resources

**Policy Name:** Employment Status

**Formerly Book:** 30-01-20-05:00

**Approval Authority:** Vice President of Faculty and Staff Resources

**Responsible Executive:** Vice President of Faculty and Staff Resources

**Responsible Office:** University Human Resources

**Originally Issued:** 7/1/1990

**Revisions:** 6/30/10; 7/1/2013; 1/10/2014 (edited footnote)

**Errors or changes?** Contact: [policies@hr.rutgers.edu](mailto:policies@hr.rutgers.edu)

1. **Policy Statement**  
The policy covers Rutgers University employees who are employed within legacy UMDNJ positions.
2. **Reason for the Policy**  
To set policy for determining the employment status of staff members employed within legacy UMDNJ positions.
3. **Who Should Read This Policy**  
All Rutgers staff (non faculty) employees who are employed in legacy UMDNJ positions.
4. **Related Documents**  
N/A
5. **Contacts**  
University Human Resources: 848-932-3020
6. **The Policy**

### 60.9.23 EMPLOYMENT STATUS

#### DEFINITION:

Regular Status – Occupying a position that is customarily and routinely scheduled to fulfill a work week either:

- full time; or
- part time 20 hours or more; or,
- part time less than 20 hours

**POLICY:**

**REGULAR STAFF MEMBER WITHIN LEGACY UMDNJ POSITIONS**

**Regular Full-time Status<sup>1</sup>:** Hired to regularly work thirty-five (35), thirty-seven and one-half (37.5) or forty (40) hours each week. Exempt staff are expected to work a minimum of 37.5 hours each week. Staff members in this classification are benefits eligible.

**Regular Part-time Status:** Hired to regularly work twenty (20) or more hours each week, but less than the full-time equivalent for the position.

- If hired/enrolled on or before May 21, 2010 to regularly work twenty (20) or more hours each week, such staff members are health benefits eligible, provided there is no break in service and hours are not reduced below the minimum of 20 hours each week. Pension enrollment is subject to plan provisions.
- If hired/enrolled after May 21, 2010, to regularly work twenty (20) or more hours each week, but less than 35 hours each week, such staff members are not eligible for health benefits and eligibility for enrollment in a pension plan is subject to plan provisions.

**TEMPORARY STAFF MEMBER WITHIN LEGACY UMDNJ POSITIONS**

**Temporary Full-time Status:** Hired to fill a position for a period of time, not to exceed twelve (12) months, and regularly work thirty-five (35), thirty-seven and one-half (37.5) or forty (40) hours each week. Exempt staff are expected to work a minimum of 37.5 hours each week.

**Temporary Part-time Status:** Hired to fill a position for a relatively short period of time, not to exceed twelve (12) months, and regularly work:

- 20 hours or more per week, but less than a full time equivalent; or
- Less than 20 hours per week

**Per Diem Status:** Per diem staff members are hired to work a limited number of hours each month on an “as needed” basis. If a per diem staff member regularly works more than the authorized days per week, per diem status may not apply. In that event, the departmental supervisor is responsible for contacting University Human Resources to initiate a change in the employment status of such staff.

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<sup>1</sup> Standard full time work week (as defined by applicable negotiated agreement or assigned position category ) therefore may be 35, 37.5 or 40 hours)  
Temporary positions within legacy UMDNJ are not regular status positions.