The two major categories of employment status are Regular and Temporary:

**Regular Employment Status**: Regular employment is *considered continuous* and may also be defined by agreement, contract, term, or restricted funding source(s).

1. Regular employment may be benefits eligible, partially benefits eligible, and non-benefits eligible.
2. Regular employment may be full-time or part-time and exempt or nonexempt.
3. Regular exempt employment must meet the “salary basis” requirement under the federal Fair Labor Standards Act (FLSA).
   - **Salary Basis**: Being paid on a “salary basis” means an employee regularly receives a predetermined amount of compensation each pay period on a weekly or less frequent basis and the predetermined amount cannot be reduced because of variations in the quality or quantity of the employee’s work subject to exceptions under FLSA.
4. Students may **not** be placed into a regular status.

**Temporary Employment Status**: Temporary employment is short in duration (up to 12 months or 1300 hours) to address business needs and must meet the requirements and characteristics described below:

1. A temporary position is non-benefits eligible.
2. A temporary employee does not have an expectation of long-term employment.
3. A temporary position may be full-time or part-time.
   - A temporary employee may not exceed a total of 1,300 hours worked in a 12-consecutive month period. Once a temporary employee has worked 1,300 hours in a 12-month period or has been employed for 12 consecutive months, whichever comes first, the temporary employee must have a break in service of 26 consecutive weeks.
   - Student workers are exempt from the 26-week break, but all hours worked (as both LBCLR and STUWK) are counted in their 1300-hour maximum for 12 months. Student workers cannot work more than 20 hours per week except during specified breaks during the academic year.
   - Employment across all USG institutions is included in the 1300 hours and 12 months.
   - Employment across all positions at UGA is included in the 1300 hours and 12 months.
   - If a temporary employee is needed beyond the 1,300 hours, s/he must be moved to regular employee status.
4. A temporary employee may be separated for any reason without notice, and either the employer or the employee can end the employment relationship. Such separation is not grievable or subject to appeal.

5. A temporary employee is typically appointed to a non-exempt position under the federal Fair Labor Standards Act. A non-exempt classification requires overtime pay for hours worked over 40 in a workweek at a rate not less than time and one-half their regular rate of pay. In some instances, temporary employees, such as graduate assistants, post docs or credentialed professionals, may be in an exempt status.

Benefits Eligibility

1. **Fully Benefits Eligible**: Regular faculty and regular staff employees are fully benefits eligible if they are employed for 30 or more hours per week or .75 FTE and greater. Full benefits include all benefits in accordance with University System of Georgia of Board of Regents Policy 8.2.9 Insurance.

2. **Partially Benefits Eligible**: Regular faculty and regular staff employees are partially benefits eligible if they are employed 20 to 29.9 hours per week or .50 FTE to .74 FTE. Partial benefits include retirement and pro-rated leave accruals but not insurance.

3. **Non-Benefits Eligible**: Regular faculty and regular staff employees are non-benefits eligible if they are employed less than 20 hours per week or .49 FTE or less. Temporary faculty, staff, and student employees who may not work more than 1,300 hours in a 12 month period as defined earlier in this document are also non-benefits eligible.

Hiring Considerations

**Determining Employment Status**

- Determine whether the person is a previous employee, current employee, current UGA student, or USG employee.
- Use the Independent Contractor Determination checklist to determine whether the employee should be put on payroll in a regular or temporary position or paid via honoraria (http://www.busfin.uga.edu/forms/Emp_Indep_Contractor.pdf).
- If the person has been on payroll previously but in a considerably different role and you would normally pay a person in this position via honoraria, check with Accounts Payable/Payroll to see if the new hire needs to be on payroll or can be paid via honoraria.
- Decide on the anticipated duration and percent of time of employment. If employing on a continual basis you, will need to put the employee in a regular benefits eligible position. If employed over 50% time, they will qualify for partial or full benefits. If you have an employee who will be employed less than 12 months or work 1300 hours or less, put them on as a temporary employee. When the temporary appointment ends, process a termination personnel so they will have a new start date if they are to return to work. However, a 12-month look back must still be considered in calculating their available work hours.
• If you have an international prospective employee, check to make sure they have a work eligible visa status.
• If you are hiring someone currently employed by UGA for additional duties, contact their home unit to check on available hours. If they are full time, check Extra Compensation procedures to see if they qualify.
• If a prospective employee is a USG retiree, follow retire/rehire policies. http://www.busfin.uga.edu/forms/uga_usg_retirees.pdf

Hiring Paperwork Needed
• Faculty (full, part-time, temporary) hires require an appointment package. See http://www.coe.uga.edu/assets/docs/faculty-staff/revised__appointment_checklists.pdf for details about the requirements for each position type.
• Staff (CLRMN/CLRTC) or non-student hourly (LBCLR) positions must be posted in iPAWS for a minimum of 5 days. If a particular person has already been identified for a temporary or regular non-benefits-eligible position, then the job only needs to be posted for 1 day.
• All hires must complete a background investigation consent form.
• All employees must receive an offer letter, and letters to regular employees must be signed by the Dean.
• A current student (either half or full time) being hired into an LBCLR position requires only a personnel document.
• To be hired as a Student Worker (STUWK, WKSTY) the student must be enrolled at least half-time (5 hours-graduate students; 6 hours-undergraduate students), and only a personnel is needed.

For questions about categories of employment, contact Christy Glazer in the Office of Faculty and Staff Services or Andy Garber in the Business Office.