

EMPLOYMENT STATUS & CLASSIFICATIONS

Summary

Immigration and Naturalization Guidelines

The college is committed to full compliance with the Immigration and Naturalization Control Act of 1986. This act states that all employees must provide satisfactory evidence of their legal authority to work in the United States no later than three business days after their date of hire. Employee compliance with this requirement is mandatory.

Human Resource Services assists with work-visa and nonresident-alien situations for noncitizens.

Employee Status

Under legislation and rules issued by the U.S. Department of Homeland Security-Citizenship and Immigration Services (CIS), employers legally may hire workers only if they are citizens of the United States or aliens authorized to work in the United States. Individuals who are not citizens of the United States or who are not authorized to work in the United States will not be employed or paid by Dickinson College. This includes individuals working as independent contractors or receiving honoraria. For the purpose of salary administration and eligibility for overtime payments and employee benefits the college classifies its employees as follows:

Employee Pay Classifications

For purposes of administering salaries, determining eligibility under the college's benefits plans and complying with employment and tax laws, every employee will be classified as nonexempt or exempt, and every employee also will be classified as full-time, part-time or temporary/casual.

All employee classifications are made at the discretion of the college and the college's designation is controlling for all purposes. If an employee believes that they are improperly classified, they should contact Human Resource Services.

Nonexempt employees are those who are required to be paid overtime at the rate of time-and-one-half their regular rate of pay for all hours worked beyond 40 in a workweek, in accordance with wage and hour laws.

Exempt employees are those who are not required to be paid for overtime, in accordance with applicable federal wage and hour laws, for hours worked beyond 40 in a workweek. These employees are paid on a salary basis. Exempt employees are expected to work a minimum of 40

hours per week. Supervisors may require exempt employees to work beyond 40 hours per week when operations require.

Employee Benefits Classifications

For classification purposes at Dickinson, employees are designated as exempt or nonexempt. Dickinson differentiates between full-time and part-time employees within these groups for benefit purposes. All employees are informed of their employment classification and exempt or nonexempt status when hired. If an employee changes position during employment as a result of a promotion, transfer or other circumstances, the employee will be informed of any change in these classifications.

Full-time employees are those who are designated as being assigned to a position that is regularly scheduled to work the minimum equivalent of 35 or more hours a week AND 39 or more weeks a year or whose positions are designated by the college as regular full-time employees. Such employees may be exempt or nonexempt as defined. They are eligible for all college-sponsored benefits identified in this handbook upon completion of any waiting periods and subject to specific benefit plan rules.

Part-time employees are those who are regularly scheduled to work either fewer than the equivalent of 35 hours per week or fewer than 39 weeks a year. Such employees may be nonexempt or exempt as defined. These employees are eligible for paid vacation and holidays on a prorated basis. Paid time off for holidays only applies to holidays that fall on days in which regular part-time employees are scheduled to work. Regular part-time employees may be eligible for FMLA (Family and Medical Leave Act) and/or the college's Defined Contribution Retirement Plan if they meet the eligibility requirement (See Family & Medical Leave and Retirement Plans). Part-time employees are not eligible for tuition benefits or paid sick leave.¹

Temporary/casual employees are those who hold jobs of limited duration, normally related to special projects, unusual workloads or emergencies. Temporary employees are not eligible for any college-sponsored benefits except for the college's Defined Contribution Retirement Plan in certain circumstances. (See Retirement Plans section.) Such employees may be exempt or nonexempt as defined. Employees on assignment from temporary agencies and independent contractors are not employees of the college.
