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Employment Categories

Exempt

These are employees whose positions are exempt from the overtime provisions of the Fair Labor Standards Act. Positions classified as Exempt are paid on a salaried basis and employees are not eligible for the payment of overtime.

Non-exempt

These are employees whose positions are covered by the overtime provisions of the Fair Labor Standards Act and are required to complete time reports. Positions classified as Non-exempt are paid hourly and employees are eligible for the payment of overtime at one and one-half times their hourly rate of pay for hours actually worked in excess of 40 hours per week as required by the Fair Labor Standards Act.

Within the major employment categories defined above, employees are further classified by type of appointment as described below:

Types of Appointments

Regular Full-time


Employees who work at least 37.5 hours per week on a regular basis for at least 9 months per year (1,462.5 hours) are considered to have a Regular Full-time appointment.

Regular Part-time

Employees who work less than 37.5 hours per week on a regular basis for at least 9 months per year are considered to have a Regular Part-time appointment.

Temporary

Temporary employees are generally used to replace staff members on leave, assist during peak workload periods, or perform seasonal duties. Employees hired to work at least 37.5 hours per week with the understanding that their employment is for a predetermined period of time or a specific assignment have a Temporary Full-time appointment. Employees hired to work less than 37.5 hours per week with the understanding that their employment is for a predetermined period of time or a specific assignment have a Temporary Part-time appointment.

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Casual

Employees hired to work on an as-needed and as-available basis have a Casual appointment. Examples of employees with Casual appointments include instructors in Continuing Studies and Special Programs and figure models.

Introductory Period Employment

All employees hired, transferred, or promoted into Regular positions are Introductory Employees for the first 90 days of employment as further described elsewhere in this handbook. Employees may be declared to be Regular employees after the successful completion of the introductory period and upon recommendation by the immediate supervisor. The College may extend a new employee's introductory period beyond the initial 90 days at its discretion.