



Policy and Procedures Manual

Application: All Full-Time Personnel

Section A5 Definitions

A 5.1 DEFINITIONS

A 5.1.1 Employment

A 5.1.1.1 Initial Employment refers to placing an individual on the payroll for the first time.

A 5.1.1.2 Re-employment refers to placing a former employee on the payroll after a break in service of more than 90 days.

A 5.1.1.3 Reinstatement refers to placing a former employee on the payroll after a break in service of 90 days or less.

A 5.1.2 Promotion

The advancement of an employee to a classification with a higher pay range.

A 5.1.3 Transfer

A transfer occurs when an employee moves from one position to another position of equivalent responsibility within the same pay range.

A 5.1.4 Demotion

The movement of an employee to a classification with a lower pay range. A demotion may result in a pay decrease. Demotions may be disciplinary or non-disciplinary.

A 5.2 EMPLOYMENT CATEGORIES

Positions at East Central University are categorized as one of the following:

A 5.2.1 Regular Full-time Employees

Those employees who work at least 30 hours per week and maintain continuous regular employment status.

A 5.2.2 Regular Part-time Employees

Those employees who work less than 30 hours per week and who maintain continuous regular employee status. Employees in this classification may work more than 30 hours per week on occasion, but should not average over 30 hours per week.

A 5.2.3 Temporary Employees

Employment which is expected to last less than six months. Temporary employees are not eligible for benefits.

A 5.2.4 Student Employees

Student employee status applies to those employees currently enrolled in East Central University whose primary purpose for being at the University is to obtain an education.

Student employees should be enrolled in at least six hours for fall and spring and three hours for summer.