Purpose:

To clearly define the different status of employment of The University of Alabama staff.

Policy:

**Regular Full-time Positions** – These are positions of 1.0 FTE, which require incumbents to regularly work 38.75 or 40 hours per week. Based on the business necessities of the University and based on available monies – there is a reasonable expectation of continued funding for these positions.

**Regular Part-time Positions** – These are positions of at least .5 FTE but less than 1.0 FTE, which require incumbents to regularly work a minimum of approximately 20 hours per week. Based on the business necessities of the University and based on available monies – there is a reasonable expectation of continued funding for these positions.

**Temporary Full-time Positions** – These are positions of 1.0 FTE, which require incumbents to regularly work 38.75 or 40 hours per week. Appointments to these positions have an expected termination date of less than one year from the initial date of employment.

**Temporary Part-time Positions** – These are positions of at least .5 FTE but less than 1.0 FTE, which require incumbents to regularly work a minimum of approximately 20 hours per week. Appointments to these positions have an expected termination date of less than one year from the initial date of employment.

**Contingent/On Call Positions** – These are positions that require incumbents of less than .5 FTE to work schedules of no particular hours or duration. Employees who occupy these positions may also be expected to work an on-going but irregular schedule OR to work short-term temporary schedules OR to work on-call. Contingent/Pool employees may work any other schedule not meeting the requirements established above for regular or temporary employment categories.

Refer to the Benefits Manual for a listing of employee benefits corresponding with each employment status.