

**Policy Number:** 02.008

**Policy Title:** Employee Classifications

**Policy Type:** Employee Handbook

**Governing Body:** Senior Leadership Team

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## **Employee Classifications**

For purposes of this handbook, all employees fall within one of the classifications below.

**Full-Time Employees** - Employees who regularly work at least 30 hours per week who were not hired on a short-term basis.

**Part-Time Employees** - Employees who regularly work fewer than 30 hours per week who were not hired on a short-term basis.

**Short-Term Employees** - Employees who were hired for a specific short-term project or on a short-term freelance, per diem or temporary basis. Short-Term Employees generally are not eligible for College benefits, but are eligible to receive statutory benefits.

In addition to the above classifications, employees are categorized as either “**exempt**” or “**non-exempt**” for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such salary may be paid less frequently than weekly. You will be informed of your classifications upon hire and informed of any subsequent changes to your classifications.

### **New Employee Orientation**

In an effort to insure a smooth transition into Antioch College, all newly hired employees will participate in an orientation. Orientation is the joint responsibility of the new employee’s Supervisor and the Office of Human Resources. The Office of Human Resources will be responsible for providing new employees with:

- A history of the organization;
- An explanation of the operations of the organization; and
- An overview of the organization’s policies, procedures and benefits.
- Scheduling safety training with the Director of Physical Plant

All new employees must attend an orientation session. During the orientation session, the employee handbook will be reviewed and the employee will be given an opportunity to ask questions about any information contained in the employee handbook. Instructions on how to find the handbook on-line will be provided.

The new employee’s Supervisor is responsible for ensuring that each employee attends an orientation session. In addition, Supervisors are responsible for all job training. Supervisors

should ensure that they talk often with new employees during the first few weeks of their employment.

Employees should receive a 90 day verbal or written evaluation. Supervisors are encouraged to review new employees at 30, 60 and 90 day intervals.