

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Regular versus Temporary Employment		SOP #: HR.020.00
Effective Date	11/29/2016	
Last Revision/Review	Reviewed 1/7/2019, 08/28/19	

1. Purpose

Burrell College of Osteopathic Medicine (BCOM) assigns positions, determines wages and compensates employees for overtime in accordance with state and local laws and the Fair Labor Standards Act. Regular employees go through the recruitment and hiring process and are benefits eligible, receive paid holidays, annual leave and sick leave. They go through the probationary period and are eligible for due process. This is generally an on-going position without an end date. Temporary employees are appointed upon recommendation of the employing department to provide capable persons to staff temporary employment needs. This is generally a short term appointment with an end date.

2. Related Policy/Authority

BCOM Policy B7500 and the Employee Handbook

3. Faculty/Staff Responsibilities

Employees that are hired in either a Regular or a Temporary position.

4. Definitions/Abbreviations

None

5. Procedural Steps

Regular Employee

1. Regular employees go through the Recruitment and Hiring Process. They have to apply for a position, interview, and are selected for the position.
2. Reference checks must be completed and a background check processed.
3. Regular employees are benefits eligible if the workweek is 20 hours or more. They are entitled to health, dental, voluntary benefits and 401K.
4. Regular employees are limited benefits eligible if the workweek is less than 20 hours per week. They are entitled to contribute to the 401K.
5. Regular employees are entitled to paid holidays off, annual leave and sick leave.
6. Regular employees can be either Exempt or Non-Exempt employees.
 - a. Exempt employees are those that are excluded from overtime pay requirements of the Fair Labor Standards Act. Exempt employees are paid a salary and are expected to work beyond their normal work hours whenever necessary to accomplish the work.
 - b. Non-Exempt employees are those eligible for overtime pay at the rate of 1.5 times the regular hourly rate of pay for all hours worked over 40 hours per work week. All overtime must be approved in advance.
7. Regular employees are staff and faculty that are hired for full- or part-time positions with a 90-day probationary period. At the end of 90 days of continuous regular employment, probationary status ends and employees are then entitled to internal appeal rights. There is usually no end associated with the position.

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Temporary Employee

1. Temporary employees are qualified individuals hired in departments to fulfill short-term staffing needs. The process is initiated with the department assessing its requirements, determining if hiring a temporary employee is in the best interest of BCOM and within the department's ability to fund. All temporary hiring decisions must be approved by the CEO and the Dean.
2. Reference checks should be completed and a background check processed.
3. Work schedules may vary with each position. If the temporary employee works more than 6 hours, an unpaid lunch period is granted according to a schedule determined by the immediate supervisor.
4. Temporary employees should submit a completed timesheet (or let HR know what days and how many hours are worked) for each biweekly period in which work is performed.
5. Temporary employees are subject to the overtime provisions of the federal Fair Labor Standards Act. Non-Exempt employees are paid at 1.5 times the regular hourly rate for all hours worked in excess of 40 hours in a work week. An employee must actually work over 40 hours in a single work week to receive overtime compensation.
6. Temporary employees are not eligible for compensatory time off.
7. Temporary employees do not receive pay for a BCOM holiday not worked.
8. Temporary employees will be automatically terminated on the pre-established assignment end date, unless prior approval has been granted to extend the end date.

6. Reports/Charts/Forms/Attachments/Cross References

None

7. Maintenance

Human Resources; to be reviewed every annually.

8. Signature

Signature on File	08/28/19
Dawn Leake, Director of Human Resources	Date

9. Distribution List

Internal/External

10. Revision History

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date