CDU Policy I.E.00305 Work Status

ISSUING OFFICER: Director of Human Resources

RESPONSIBLE OFFICE: Department of Human Resources

EFFECTIVE DATE: September 1, 2004

REVISED DATE: October 29, 2010

SUPERSEDES: CDU Policy I.E.00305, dated September 1, 2004

POLICY I.E.00305 Work Status

A. EMPLOYMENT AT WILL

With the exception of employees holding faculty appointments, all employees of Charles R. Drew University are employed on an "at will" basis. This means employees have the right to terminate their employment at any time, for any reason, and CDU can also terminate their employment at any time with or without cause and with or without notice. This Manual does not constitute a contract between the University and the employee. All policy statements, procedures, manuals or documents as well as statements by an employee or representative shall not in any way modify this at will status.

B. JOB CATEGORIES

1. On Paid Status with the University.

Staff members who fall into one of the work status categories listed below are also either Restricted or Unrestricted. A Restricted position is funded by an outside agency (grant or contract) and is subject to an annual renewal of those funds. An Unrestricted position is funded directly by the University.

- Full-time - A staff member who is regularly scheduled to work 40 hours per week.
- Part-time - A staff member who is regularly scheduled to work less than 40 hours per week.
- Probationary - A full-time or part-time employee (restricted or unrestricted) who has not completed the six-month or 1 year probationary period.
- Temporary - A staff member who is scheduled to work for a period not to exceed 12 months. Temporary staff members must be separated from the University once they have reached the 12 month limit.
o **Recurrent** - A staff member who works intermittently or whose work schedule is generally not predetermined (i.e., on call).

o **Inactive** - Unless otherwise compelled by law, a staff member whose leave of absence exceeds six months will be placed on inactive status. While on inactive status, the employee is not eligible for benefits and must pay the health insurance premiums to continue coverage.

2. **Not On University Payroll**

Listed below are work status categories that are not on the University Payroll.

o **Temporary Agency Worker** - An individual who performs work for the University but is on the payroll of a temporary staffing agency.

o **Independent Contractor** - An individual or firm who renders a service and meets independent contractor conditions as established by Internal Revenue Service criteria. The services offered are generally offered to other organizations and may be advertised in local newspapers or telephone directory. Refer to CDU – APM I.E.00 (Consultants)

**PROCEDURE I.E.00305 Work Status**

1. To effect a personnel action for staff members on the University payroll, please follow the guidelines in CDU – APM I.E.00490 (Recruitment and Employment).
2. **Temporary Agency Workers** - Complete a Request for Temporary Services form, secure the signature of the Department Head or Principal Investigator, and submit it to the Department of Human Resources for processing.
3. **Independent Contractors** - The rules for determining whether an individual is an employee or Independent Contractor are defined by law. Independent Contractor services may only be engaged through the Procurement Office. Refer to CDU – APM I.E.00490 (Consultants).