



KENTUCKY STATE UNIVERSITY

Policies and Regulations

REGULATION TITLE:

Employee Classifications

APPLIES TO:

Staff

ADMINISTRATIVE AUTHORITY:

Office of Human Resources

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

August 8, 2025

NEXT REVIEW DATE:

August 8, 2028

REGULATION STATEMENT:

The Office of Human Resources (HR) of Kentucky State University (KSU) will review new hires to verify that employees are properly classified based upon the definitions contained within this regulation. HR will ensure that employees receive the appropriate benefits based upon their classifications. Supervisors are responsible for verifying that each employee fulfills his or her obligations of meeting the hours required for each position.

DEFINITIONS:

Exempt Employee

An employee whose position is considered professional, managerial, administrative, or executive-level and is therefore “exempt” from the overtime pay provisions of the FLSA.

Full-Time Employee

An employee who is continuously assigned to work a minimum of 37.5 hours per week (or 40 hours for certain units/departments) for at least nine (9) months per year. Full-time employees are eligible for all KSU-provided

benefits.

Intermittent Employee

An employee hired for specific assignments on an as-needed basis. Intermittent employees are paid only for hours worked, are not guaranteed a set amount of work, and are not eligible for benefits.

Non-Exempt Employee

An employee whose position is subject to the overtime provisions of the FLSA and must be paid overtime for all hours worked in excess of 40 in a single workweek.

Part-Time Employee

An employee hired to regularly work between 20 and 24 hours per week for at least nine (9) months per year. Part-time employees are not eligible for KSU-provided benefits.

Seasonal Employee

An employee hired to perform work that occurs only during certain times of the year. Seasonal employees are not eligible for benefits.

Temporary Employee

An employee hired with the expectation that their employment is limited to a particular period of need, such as for a special project or to replace an employee on leave. Temporary assignments generally do not extend beyond nine (9) months and are not eligible for benefits.

Volunteer

An individual who performs services for KSU for civic or charitable reasons without the expectation or receipt of compensation or benefits. Volunteers must sign a volunteer agreement and pass a criminal background check before providing services.

PROCESS:

Classification of Positions

The Office of Human Resources is responsible for reviewing all positions and assigning each an appropriate classification to ensure compliance with this regulation. Every staff employee position has two components to its classification: an employment category and an FLSA status.

Employment Categories and Benefits Eligibility

An employee's category determines their relationships with KSU and eligibility for benefits.

- **Benefits-Eligible:** Full-Time Employees.
- **Non-Benefits-Eligible:** Part-Time, Temporary, Seasonal, and Intermittent Employees.

FLSA Status and Overtime Eligibility

An employee's FLSA status determines their eligibility for overtime pay in compliance with the Fair Labor Standards Act.

- **Exempt Employees** are not eligible for overtime pay.
- **Non-Exempt Employees** must receive overtime pay for all hours worked over 40 in a single workweek.

Supervisor Responsibilities

Supervisors are responsible for verifying that each employee in their unit fulfills the obligations and scheduled hours for their position.

REFERENCES AND RELATED MATERIALS:

- Fair Labor Standards Act, as Amended
- KRS 161.605

CONTACTS:

Subject	Office	Telephone	E-mail
Regulation questions	Human Resources	(502) 597-6667	Human.Resources@kysu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy) (HR Policy Manual)	March 2013	Unknown
Revised	August 9, 2024	Zach Atwell
Revised (Reclassified as a Regulation)	July 21, 2025	Zach Atwell