

EMPLOYMENT CATEGORIES

It is the intent of Dunwoody to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

Each employee is designated as either non-exempt or exempt from federal and state wage and hour laws. Non-exempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws.

In addition to the above categories, each employee will belong to one other employment category:

Regular Full-Time

Employees are those who are regularly scheduled to work Dunwoody's full-time schedule of 40 hours per week. Generally, they are eligible for Dunwoody's benefit package, subject to the terms, conditions, and limitations of each benefit program.

Regular Part-Time

Employees are those who are regularly scheduled to work less than the full-time work schedule, but at least 30 hours per week 12 months a year.

Regular part-time employees are eligible for some benefits sponsored by Dunwoody, subject to the terms, conditions, and limitations of each benefit program.

Part-Time

Employees are those who are regularly scheduled to work less than 30 hours per week, and work less than 12 months per year. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of Dunwoody's other benefit programs.

Temporary

Employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of Dunwoody's other benefit programs.

Adjunct Faculty

Are those employees who are hired to instruct a particular course(s) for a specified academic semester. While Adjunct Faculty receive all legally mandated benefits (such as workers compensation insurance and Social Security), eligibility for medical benefits is determined by number of hours worked weekly. Adjunct faculty are eligible to contribute to Dunwoody's 403(b) plan. They are ineligible for all of Dunwoody's other benefit programs.