

EMPLOYEE CLASSIFICATION

There are several different classifications of employees that are determined by work schedule and nature of employment. Classification is important because it affects benefit eligibility.

- A. Full-time employees are individuals who are scheduled to work 35 hours or more per week. Regular full-time employees are eligible for all benefits.
- B. Part-time employees are individuals who are scheduled to work less than 35 hours per week. If regular non-union part-time employees work an average of 20 hours per week, they are eligible for the Tax Deferred Annuity program and for pro-rated holiday, vacation, short-term disability pay and graduate school tuition remission.
- C. Regular part-time employees working seventeen and one-half (17.5) hours or more per week are entitled to purchase health coverage through a payroll deduction on a pre-tax fully contributory basis.

Part-time employees who work less than 20 hours and more than seven hours are **only** eligible for pro-rated holiday, vacation, short-term disability and graduate school tuition remission.

- A. Temporary employees are those hired either full-time or part-time for a period not exceeding one year. Except for fellows and residents, temporary employees are not eligible for any benefits.
- B. Per-Diem or Casual employees are those individuals who have no set work schedule, are paid on an hourly basis and are not eligible for any benefits.
- C. Graduate Research Associates are New York Medical College Graduate School students who receive student health benefits administered through Student Finance. They receive student identification cards (IDs) instead of employee IDs and **must** complete an employment physical examination.