



A PROMISE. A FUTURE.

**Title of Policy:** General Employment  
**Policy No.** 1.7001  
**Type of Policy:** Administrative  
**Effective Date:** October 1, 2020  
**Last Revised:** New

**Policy Owner:** Florida Memorial University  
**Policy Contact:** Office of Human Resources

**I. Reason for Policy**

The General Employment Policy exists in the absence of a written contract of employment signed by the President or designee. All other employees are employed at-will. Either Florida Memorial University (FMU) or the employee may terminate employment at any time with or without cause. The minimum age for faculty and staff is 18 years old.

**II. Policy Statement**

All new University employees are subject to an initial probationary period of 90 calendar days. The completion of the initial/introductory period does not guarantee employment for any period. Subject to this provision, employees are employed at-will both during and after the introductory period.

**III. Scope**

The Policy covers all full-time faculty and staff of the University. Upon hire, the Office of Human Resources will notify employees of their employment classification.

**IV. Definitions**

Term	Definition
Exempt	Not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws.
Non-Exempt	Eligible for overtime pay as required by applicable federal and state law. Refer to U.S. Department of Labor, Wage and Hour Division. Covered nonexempt employees must receive overtime pay for hours worked over 40 per workweek (any fixed and regularly recurring period of 168 hours – seven consecutive 24-hour periods) at a rate not less than one and one-half times the regular rate of pay. The Fair Labor Standards Act (FLSA) does not require overtime pay for work on weekends, holidays, or regular days of rest, unless overtime is worked on such days.
Full-Time Employee (e.g. Faculty & Staff)	Regularly works at least a 40-hour workweek. This individual is eligible to participate in the FMU employee benefits program.
Part-Time	Works 30 hours or less each week, not eligible for benefits.
Temporary Full-Time Employee	An employee who works at least a standard thirty (30) to forty (40) hour week but for a limited period (subject to the "Employment at Will" provisions), typically (12) months. This individual is not eligible to participate in the FMU employee benefits program but is eligible for overtime compensation. These employees must request prior approval from his/her supervisor to work more than forty (40) hours during any week.

Seasonal Employee	An individual who is at least twenty-one (21) years of age (subject to the "Employment at Will" provisions), typically not to exceed nine (9) months. This individual is not eligible to participate in Florida Memorial University employee benefits but is eligible for overtime compensation and is paid on a semi-monthly basis. These employees must request prior approval from his/her supervisor to work more than forty (40) hours during any week.
Part-Time Employee (e.g. Transportation)	An employee who works on an hourly basis up to thirty (30) hours or less per week on the average over a three (3) month period. This individual must be at least eighteen (18) years of age. This individual is non-exempt and not eligible to participate in Florida Memorial University employee benefits program.
Volunteers	An individual that assists with Florida Memorial University events and programs. This individual is a volunteer and is not paid for services rendered. The individual understands that he/she is not necessarily entitled to a job from FMU at the conclusion of the volunteer opportunity.
Internships	An intern is an individual from an accredited college or university who is working to fulfill an undergraduate or graduate college or university internship requirement and receives credit because of the internship. An intern may also be an individual who is working to gain professional development or work experience within a specific industry or department. The individual understands that he/she is not necessarily entitled to a job from FMU at the conclusion of the internship. This individual is not eligible to participate in Florida Memorial University employee benefits program.
Independent Contractor (e.g. Consultants)	Independent Contractors are not employees, but are contracted to provide administrative and/or operational support to Florida Memorial University. The term of the independent contractor's assignment and compensation will be outlined in a written agreement.

**V. Responsibilities**

Every University employee is responsible for adhering to this Policy.

**VI. Enforcement**

This Policy shall be enforced by University administrators. It is the responsibility of the Office of Human Resources to oversee enforcement of this Policy. Any employee who violates this Policy will be subject to disciplinary action that may result in warning, probation, suspension or separation from the University. The University reserves the right to modify its benefits at any time.

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://policies.fmuniv.edu>.

Approved:

Signature	Title	Date
		12/1/2000