

Employee Categories

CITATION REFERENCE

HUMAN RESOURCES ADMINISTRATIVE MANUAL
CLASSIFICATION, COMPENSATION, AND PAYROLL: EMPLOYEE CATEGORIES

- **Full Benefits Eligible:** This is defined as 30 or more hours per week or .75 FTE and greater, which applies to .964o (ic)4 r(s)2 (g)-10(r)10I0 (e)-1 (s)2 ()-10 6 ic e(r)15.9

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Contact Hours per week	Classroom/Contact Hours	Prep/Grading Hours	Office/Meeting Hours	Standard Hours Worked	FTE/Effort
1 Contact Hour	1	1.25	.5	2.75	.07
2 Contact Hours	2	2.5	1	5.5	.14
3 Contact Hours (1 course)	3	3.75	1.5	8.25	.21
4 Contact Hours	4	5	2	11	.28
5 Contact Hours	5	6.25	2.5	13.75	.34
6 Contact Hours (2 courses)	6	7.5	3	16.5	.41
7 Contact Hours	7	8.75	3.5	19.25	.48
8 Contact Hours	8	10	4	22	.55
9 Contact Hours (3 courses)	9	11.25	4.5	24.75	.62
10 Contact Hours	10	12.5	5	27.5	.69
11 Contact Hours	11	13.75	5.5	30.25	.76
12 Contact Hours (4 courses)	12	15	6	33	.83

**Regular part-time faculty eligible for leave accrual and retirement at .5 FTE and above*

***Regular faculty are fully benefits eligible at .75 and above (includes health and voluntary benefits and retirement and leave)*

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- Staff Employees:

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Responsible Parties and Contact Information

Party	Responsibility	Phone/Email/URL
Vice Chancellor for Human Resources, USG	Provide guidance to institution human resources officers on appropriate application of employee categories, monitor campus practices for compliance.	404-962-3235 usghr@usg.edu
Institution Chief Human Resources Officers	Ensure appropriate utilization of the USG employee categories, including accurate extension of benefits by employee type, ensure compliance with applicable laws.	See University System HR Officer Listing

Appendices (Internal Documents, Forms and Web Links)

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