

# DEFINITION OF SUPPORTIVE OPERATING STAFF

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(Effective February 28, 2011)

Supportive Operating Staff includes all Denison University personnel except members of the faculty and administrative staff. Members of the Supportive Operating Staff may be employed on a full-time, part-time, or casual/temporary basis.

Full-time employees work at least the full academic year (usually 40 weeks) and are scheduled/budgeted to work between 35 and 40 hours per work week.

In addition, full-time employees include employees budgeted to work at least 75% of a 12 month full-time schedule by category.

Full-time employees, as defined above, are eligible to participate in all staff benefit programs. Less than 12 month employees usually work a schedule that coincides with the academic year that begins approximately August 15 and ends mid-May.

Part-time Employees work a regular, pre-arranged schedule that is less than the full-time hours for their category, as defined above.

Casual/Temporary Employees are employed on an as needed or seasonal basis. Casual/temporary employees are not eligible for staff benefits other than coverage under the Social Security and Workers' Compensation programs.