

7.00 Categories Of Employment

All employees serve at the discretion of the President of the College, with the exception of the President who serves at the discretion of the Board of Trustees. The President is the final authority for the establishment of positions, titles, length of appointments, salaries, and benefits.

Your employment with Birmingham-Southern College is classified in two different ways: first, according to the number of hours you are scheduled to work, and second, according to your job duties and responsibilities.

There are working hour classifications:

- Full time – You are classified as full-time if you are regularly scheduled to work 37.5 hours per week or more. If you work for Campus Police, Landscape Services or Operations you are scheduled to work 40 hours per week.
- Part time – You are classified as part-time if you are regularly scheduled to work less than 37.5 hours per week. If you work for Campus Police, Landscape Services or Operations you are scheduled to work less than 40 hours per week.
- Temporary – You are classified as temporary if you are hired for a specific purpose or project or if your employment is so designated at the time of hire.

There are also two job duty classifications: exempt and non-exempt. Birmingham-Southern College classifies you as either exempt or non-exempt for purposes of the federal wage and hours laws based on your job duties and responsibilities. If you believe you have been misclassified, you must notify the Human Resources Office immediately.