

Employee Status Definitions

Full-Time: Employees who are not in a “temporary” status and who are regularly scheduled to work a full-time schedule of thirty (30) hours or more per week. Generally, full-time employees are eligible for Haven’s benefit package, subject to the terms, conditions, and limitations of each benefit program.

Part-Time: Employees who are not assigned to a “temporary” or introductory status and who are regularly scheduled to work less than thirty (30) hours per week. While part-time employees receive all legally mandated benefits (such as Social Security and Workers’ Compensation Insurance), they are ineligible for Haven’s other benefit programs including, but not limited to, paid holidays, insurance benefits, paid vacation, and sick/personal time.

Temporary: Employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project, but not hired as an educator or instructional support person. Employment assignments in this category are of limited time duration, usually no longer than six (6) months. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain the status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as Worker’s Compensation Insurance and Social Security), they are ineligible for all of Haven’s other benefit programs including, but not limited to, insurance benefits*, paid holidays, paid vacation and sick-personal leave. *Insurance benefits will be offered to those temporary employees who qualify in accordance with the parameters set forth in the Affordable Care Act.

Long-Term Substitutes: Employees who are hired as long-term substitutes to fill in for an educator or instructional support person. Employment assignments in this category are of limited time duration, usually more than 21 days, but no longer than six (6) months. Employment beyond any initially stated period does not in any way imply a change in employment status. Daily substitutes attain the status of long-term substitute on the work day following twenty (20) consecutive, uninterrupted work days, and will retain this status unless and until notified of a change. While long-term substitutes receive all legally-mandated benefits (such as Worker’s Compensation Insurance and Social Security), they are ineligible for all of Haven’s other benefit programs including, but not limited to, insurance benefits*, paid holidays, paid vacation and sick-personal leave. *Insurance benefits will be offered to those long-term substitutes who qualify in accordance with the parameters set forth in the Affordable Care Act.

Temporary Instructional Personnel: Employees, who are, at time of hire, currently and actively seeking a statement of eligibility/teaching certificate and/or temporary certificate, are considered temporary instructional personnel. Employment assignments in this category are of limited time duration, usually no longer than six (6) months. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary

instructional personnel retain the status unless and until notified of a change. Temporary instructional personnel receive all legally mandated benefits (such as Worker's Compensation Insurance and Social Security), including all of Haven's other benefit programs such as, but not limited to, insurance benefits*, paid holidays and sick-personal leave. *Insurance benefits will be offered to those temporary instructional personnel who qualify in accordance with the parameters set forth in the Affordable Care Act.

Daily Substitutes: Employees who are on-call and hired on a daily basis for the purpose of filling in for absent educators. While daily substitutes do receive all legally mandated benefits (such as Social Security and Workers' Compensation Insurance), they are ineligible for all of Haven's other benefit programs including, but not limited to, paid holidays, insurance benefits and paid vacation and sick-personal leave. Daily Substitutes attain the status of Long-Term Substitute on the work day following twenty (20) consecutive, uninterrupted work days, and will retain this status unless and until notified of a change.