

#### **4-OP-7-H Other Personal Services (OPS)**

- 4-OP-C-7-H **Other Personal Services**
- 4-OP-C-7-H1 **OPS (A and T) Job Codes**
- 4-OP-C-7-H4 **OPS Attendance and Leave**
- 4-OP-C-7-H5 **One Time Pays**

**Purpose of Policy:** Provides a general guideline for our temporary employees. While many federal and state statutes are applicable to our OPS employees, they are not eligible for certain benefits such as retirement and leave. The policy clearly indicates that the OPS classification is “at will” employment and an employee can be terminated without notice. OPS employees are either considered Fair Labor Standards Act (FLSA) nonexempt or FLSA exempt. The policy details compensation guidelines for both nonexempt and exempt.

#### **Summary of Changes:**

- Removed language pertaining to procedures on “how” to hire an OPS worker and focused the language more on “what” is the definition of an OPS worker and the classification between student vs. non-student OPS.
- Made the language more direct and removed “Notes.”
- Added Policy Header and Legal Authority under each subsection so these policies can be hyperlinked independently going forward.