

EMPLOYEE DEFINITIONS AND CATEGORIES

I. POLICY

To define personnel terms and to outline employee definitions and categories. These definitions and categories are used to define terms in all Salt Lake Community College Human Resources policies and procedures. This will provide consistent use of the terms and employee categories.

The college establishes appropriate employee definitions and categories for the purpose of consistency in communication and related Human Resources activities.

II. REFERENCES

Reserved

III. EMPLOYEE DEFINITIONS

A. Employee: Any individual hired by the college into a full- or part-time position.

B. Exempt Employee: An individual employed in a position that is not subject to requirements of the overtime pay and minimum wage provisions of the Fair Labor Standards Act (FLSA).

C. Full-Time Employee: An individual who is employed at least 75 percent of full-time equivalent (FTE); i.e., six hours or more per day, or 30 or more per week, or 1,566 hours per year for non-teaching personnel and 75 percent or more of a regular academic load for faculty.

D. Hard-Funded Positions: Positions fully funded by the college from state appropriations.

E. Hourly Employee: An individual paid an hourly rate.

F. Job: A group of tasks and duties performed by one or more employees.

G. New Hire: The first employment at the college.

H. Non-Exempt Employee: An individual employed in a position covered by the FLSA. These employees are subject to the overtime pay and minimum wage provisions of the act.

- I. Part-Time Employee: An individual who is employed less than 75 percent of FTE for non-instructional personnel and less than 75 percent of a regular academic load for faculty.
- J. Position: Group of tasks and duties performed by one person.
- K. Regular Employee: A full-time, staff employee hired to work for more than six consecutive months or hired with the intention of doing so. A full-time faculty employee hired to work for more than one year or hired with the intention of doing so.
- L. Re-Hire: Re-employment after termination.
- M. Salaried Employee: An individual paid according to a pre-determined salary.
- N. Soft-Funded Positions: Positions funded by other than state appropriated funds on a year to year basis. Soft funded revenue sources include the following:
 - 1. contracts and grants (positions funded from federal, state, and private sources);
 - 2. auxiliaries (positions funded from revenue-producing college activities such as food service and the college store);
 - 3. student fees (positions funded from various student revenue sources); or
 - 4. positions funded from other miscellaneous revenue sources.
 - 5. Occasionally a position may be split between state appropriated and soft-funded revenue sources.
- O. Temporary Employee: An individual who is employed up to six consecutive months as a staff employee and up to one year as a faculty member.

IV. EMPLOYEE CATEGORIES

- A. Adjunct Faculty: Part-time, temporary employees hired on a semester to semester basis with no expectation or obligation for employment beyond their current assignment.
- B. Administrative (Exempt) Employee: Individuals whose primary duties and responsibilities require specialized training and/or high-level administrative skills. Classification in this category rests upon assessment of each position. This includes associate deans.

- C. Administrative-Executive Employee: Officers of the administration whose primary responsibilities are executive or administrative including the president and other executive officers as may be designated by the president. This includes academic deans.
- D. Faculty: Employees holding a teaching appointment from the college.
- E. Staff (Non-exempt) Employee: All other personnel whose positions are defined by the College Job Title and Classification Committee as non-exempt, including service, maintenance, clerical, and other positions.

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The originator of this policy & procedure is Human Resources. Questions regarding this policy may be directed to the originator by calling 801-957-4210