



CHAPTER: 2
SECTION: 2.01
COMPUTER INDEX CODE: C2S02.01
ORIGINATION DATE: 9/26/83
PRES. CABINET APPROVAL: 9/6/95
TRUSTEES APPROVAL: 12/14/83
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POLICY # C2S02.01

Subject: Chapter 2 PERSONNEL--VP FOR BUSINESS
Section 2.01 EMPLOYEE DEFINITIONS AND CATEGORIES

I. PURPOSE

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 Personnel Policies and Procedures. This will provide consistent use of the terms and employee categories.

II. POLICY

The College establishes appropriate employee definitions and categories for the purpose of consistency in communication and related Personnel activities.



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PROCEDURES FOR POLICY # C2S02.01

Subject: Chapter 2 PERSONNEL--VP FOR BUSINESS
Section 2.01 EMPLOYEE DEFINITIONS AND CATEGORIES

I. REFERENCES

- A. Personnel Policy No. 2.02, "Employee Hiring Policy"
- B. Personnel Policy No. 2.04, "Employment of Students and Youth Policy"
- C. Personnel Policy No. 5.03, "Requirements of the Fair Labor Standards Act"

II. EMPLOYEE DEFINITIONS

- A. Employee. Any individual hired by the College into a full or part-time position.
 - 1. Full-Time Employee. An individual who is employed at least 75% 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% or more of a regular academic load for faculty.
 - 2. Part-Time Employee. An individual who is employed less than 75% of full time equivalent (FTE) for non-instructional personnel and less than 75% of a regular academic load for faculty.
- B. 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.
- C. 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.
- D. Salaried Employee. An individual paid according to a pre-determined salary.

- E. Hourly Employee. An individual paid on an hourly rate.
- F. 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).
- G. Non-Exempt Employee. An individual employed in a position covered by the Fair Labor Standards Act (FLSA). These employees are subject to the overtime pay and minimum wage provisions of the Act.
- H. Hard-Funded Positions. Positions fully funded by the College from State appropriations.
- I. Soft-Funded Positions. Positions funded by other than State appropriated funds on a year to year basis. Soft funded revenue sources include the following:
 - a. Contracts and grants (Positions funded from Federal, State, and Private Sources)
 - b. Auxiliaries (Positions funded from revenue producing College activities such as Food Service and College Store)
 - c. Student fees (Positions funded from various student revenue sources)
 - d. Other.
 - 1. Positions funded from other miscellaneous revenue sources.
 - 2. Occasionally a position may be split between State appropriated and soft-funded revenue sources.
- J. Job A group of tasks and duties performed by one or more employees.
- K. Position Group of tasks and duties performed by one person.
- L. New Hire. New hire is the first employment at the College.
- M. Re-hire. Any re-employment after termination.

III. EMPLOYEE CATEGORIES

- A. Faculty. Employees holding a teaching appointment from the College.
- B. Adjunct Faculty. Part-time, temporary employees hired on a quarter to quarter basis with no expectation or obligation for employment beyond their current assignment.
- 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. 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 division chairs.
- 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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