

Utah Tech University Policy

301: Personnel Definitions



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I. Purpose

- 1.1 This policy outlines personnel definitions related to University employment found at Utah Tech University (“the University”) and covered by its associated policies.

II. Scope

- 2.1 This policy applies to all employee classes and official University volunteers (non-compensated individuals performing a service to the University). Independent Contractors (individuals classified as non-employees but compensated by the University for their work outside through University Payroll) are defined by Policy 207.

III. Definitions

- 3.1 **Personnel (employee):** an individual employed by the University. This includes all faculty and staff with their associated classifications.
- 3.2 **Full-Time Employee:** those individuals whose employment status is expected to last nine (9) consecutive months or longer, working 75 percent or more of the normal possible annual working hours for that position. This includes individuals working consistently 30 hours or more weekly on a 12-month basis, and those working 75 percent or more for at least nine (9) consecutive months in jobs where the normal possible working hours are less than 2,080 hours (full-time annual equivalent).
 - 3.2.1 **Full-Time Faculty:** a full-time employee whose primary objective is the teaching of University students, as well as performing service, scholarship, and research associated with instruction. See Policy 631.

- 3.2.2 **Full-Time Staff:** a full-time employee whose primary objective is non-teaching, e.g. administer University organization and functions (President, Vice-Presidents, Directors, etc.) or support University infrastructure and programs (exempt staff, non-exempt staff, hourly staff, seasonal/temporary staff, etc.).
- 3.3 **Part-Time Employee:** those individuals whose employment/work is 74 percent or less of the normal possible annual working hours for that position; those whose employment status is expected to be of short duration; and those whose employment is of an intermittent nature.
 - 3.3.1 **Auxiliary Faculty:** a part-time employee whose primary objective is the teaching of University students on a semester-by-semester or year-by-year basis. Includes part-time instructor, clinical faculty, term-appointed faculty, etc. See Policy 631.
 - 3.3.2 **Part-Time Staff:** a part-time employee whose primary objective is non-teaching of University students but rather support University infrastructure and programs. See Policy 310.
- 3.4 **At-Will Employee:** those positions where employment and compensation can be terminated with or without cause and with or without notice. Employees in these positions are generally hired to work at the pleasure of the President and include (but are not limited to) Vice Presidents, Academic Deans, Athletic Administrators and Coaches, and all part-time employees.
 - 3.4.1 Within the probationary period of employment, full-time faculty and staff are considered at-will. See Policies 325 and 641.
 - 3.4.2 Faculty members with tenure who serve in an administrative capacity are at-will employees only in regards to the administrative assignment.

IV. Policy

- 4.1 The University categorizes personnel based on factors including scope/job responsibilities, work hours, etc. These categories include:
 - 4.1.1 Executive Staff: administrative personnel including the University President, Vice Presidents, Associate Vice Presidents, Deans, Executive Directors, and other chief officers.
 - 4.1.2 Exempt Staff: positions that qualify for exemption from overtime under the Fair Labor Standards Act. See Policy 351.

- 4.1.3 Non-Exempt Staff: positions that qualify for overtime under the Fair Labor Standards Act. See Policy 351).
- 4.1.4 Part-Time Staff. See Policy 310.
- 4.1.5 Full-Time Faculty. See Policy 631.
- 4.1.6 Auxiliary Faculty. See Policies 631 and 638)

V. References

- 5.1 University Policy 310: Part-Time Employment
- 5.2 University Policy 325: Probation
- 5.3 University Policy 631: Faculty Categories
- 5.4 University Policy 641: Faculty Retention, Promotion and Tenure
- 5.5 Utah Board of Higher Education Policy R901

VI. Procedures

- 6.1 Individual assessment of each position and its associated classification rests upon the Office of Human Resources (under the supervision of the Executive Director of Human Resources) and requires the approval of the associated Vice President and/or President supervising the position.

VII. Addenda – N/A

Policy Owner: Executive Director of Human Resources
Policy Steward: Human Resources

History:

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