

Dixie State University Policy

301 Personnel Definitions



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I. Purpose

- 1.1 This policy outlines personnel definitions related to campus employment found at Dixie State University (DSU) and covered by its associated policies.

II. Scope

- 2.1 This policy applies to all employee classes and official campus 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 DSU Payroll) are defined by Policy 207: Independent Contractors.

III. Definitions

- 3.1 **Personnel (employee):** an individual employed by Dixie State 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: Faculty Categories.

- 3.2.2 **Full-Time Staff:** a full-time employee whose primary objective is non-teaching, e.g. administer campus organization and functions (President, Vice-Presidents, Directors, etc.) or support campus 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 faculty, adjunct faculty, 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 campus infrastructure and programs. See Policy 310: Part-Time Employment.
- 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 Policy 641: Faculty Retention, Promotion and Tenure (faculty) and Policy 325: Probation (staff).
- 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: Job Classification).

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 Policy 631)

V. References

5.1 Policy 310: Part-Time Employment

5.2 Policy 325: Probation

5.3 Policy 631: Faculty Categories

5.4 Policy 641: Faculty Retention, Promotion and Tenure

5.5 Utah System of Higher Education Regent 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:

Approved 6/2/95

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