



Angelo State University
Operating Policy and Procedure

OP 52.09: Definitions of Employee Categories

DATE: March 29, 2012

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish a policy defining employee types.

REVIEW: This OP will be reviewed in January of even-numbered years by the director of human resources with recommended revisions forwarded through the vice president of finance and administration to the president by February 15th of the same year.

POLICY/PROCEDURE

1. Definitions

- a. Employee- any person authorized to work in the United States who is employed by the university to perform services for compensation and in accordance with university policies and the regulations under the Internal Revenue Service Code.
- b. Faculty employee- any employee with a specified academic rank holding a teaching appointment for a fixed term as determined by the president of the university and approved by the Board of Regents of the Texas Tech University System. For additional information regarding faculty employee refer to OP 06.25 Non-Tenure-Eligible Faculty Titles and OP 06.23 Tenure and Promotion Standards and Procedures.
- c. Staff employee- any employee other than a faculty employee or student employee.
- d. Full-time employee- any employee employed for a normal work load of 40 hours per week.
- e. Part-time employee- any employee employed for a normal work load which is less than 40 hours per week.
- f. Regular employee- any employee employed for at least 20 hours per week for at least 4 ½ months during the fiscal year, excluding students employed in positions which require student status as a condition for employment.
- g. Student employee- any employee performing part-time work incidental to his or her academic training in an occupational category that requires all incumbents to be students as a condition of employment. Student workers will typically work between 15 to 20 hours per week. See OP 52.44 Student Employment for further information.

[Revised: March 29, 2012]

- h. Casual employee- any employee employed for 40 hours per week and for less than 4-1/2 months during the fiscal year.
- i. Temporary employee- any employee employed for 20 hours or less per week for 6 months or less during the fiscal year.
- j. Retired employee- any employee who is receiving, a benefit under an institutional retirement plan.
- k. On-call employee- any employee that must remain available for duty on short notice during off hours.

2. Classification

- a. An hourly (classified/non-exempt) employee is any staff employee whose job is classified in accordance with a job classification plan approved by the Office of Human Resources. The Department of Labor defines an hourly (non-exempt) employee as an individual covered by the Fair Labor Standards Act (FLSA) who must receive overtime pay for hours worked in excess of 40 in a workweek at a rate not less than 1.5 times the employee's regular rate of pay. Such individuals are required to maintain daily time records for all work performance.
- b. A salaried (unclassified/exempt) employee is any staff employee that the Department of Labor has exempted from FLSA minimum wage and overtime requirements because the employee is employed in a bona fide executive, administrative, or professional capacity.