



Angelo State University
Operating Policy and Procedure

OP 52.09: Definitions of Employee Categories

DATE: September 30, 2019

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

REVIEW: This OP will be reviewed in September every five (5) years, or as needed, by the director of human resources with recommended revisions forwarded through the vice president for finance and administration to the president by October 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. This does not include temporary employment.
- e. Part-time employee- any employee employed for a normal work load that is less than 40 hours per week. This does not include temporary employment.
- 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 that 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. The typical working hours for student employees will not exceed 20 hours per week. See [OP 52.44 Student Employment](#) for further information on student working hours.

h. Temporary employee- an employee employed for one of the following time periods:

- (1) Working between 20 and 40 hours per week for no more than three months in a rolling 12 month period; or
- (2) For six months at less than 20 hours per week in a rolling 12 month period.

See [OP 52.47 Temporary Employment](#) for more information.

- i. Retired employee- any employee who is receiving a benefit under an institutional retirement plan.
- j. 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.

3. Restrictions

- a. Regular staff employees cannot be concurrently employed in more than one staff position.
- b. A salaried (exempt) employee cannot receive additional compensation or stipend from Angelo State University for hourly (non-exempt) work performed outside of his/her salaried position.
- c. A staff employee cannot receive additional compensation or stipend for a temporary increase in work duties, regardless of whether or not these duties fall within the scope of their current position. This restriction does not apply in the case of formal appointment to an interim position.
- d. A university employee cannot be employed as an hourly (non-exempt) staff employee and work in a faculty position simultaneously.

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- e. Employees hired as regular part-time working less than 20 hours are limited to less than 20 hours per week. These employees may be employed in multiple positions, but the combined total of hours worked in all positions may not exceed 20 hours per week.
- f. Refer to [OP 52.31 Multiple and Other Outside Employment](#) for further information.

4. Interns

- a. Interns are not classified as employees of the university. An intern's purpose is to perform work in the field of their major, as assigned by a supervisor.
- b. Internships on campus that are a component of an academic program must go through the Department of Human Resources for approval.