

HUMAN RESOURCES DEFINITIONS

1. GENERAL

It is important to the understanding of human resources policies and procedures that a few of the basic terms used through out the manual be defined and clarified.

2. DEFINITIONS

a. Regular Employee

A faculty or staff employee who is regularly scheduled (budgeted) to work 1000 or more hours annually.

b. Temporary or Occasional Employee

A faculty or staff employee who is scheduled (budgeted) to work less than 1000 hours annually or is employed to work for a period of less than nine months with no provision for extension of the duration of the employment period. Employees who are hired on a temporary or occasional basis are entitled to receive no significant benefits other than Workers' Compensation Leave.

c. Full Time Regular Employee

(1) A faculty or staff employee who is regularly scheduled (budgeted) to work either 1462 hours (nine-month faculty), or 1950 hours (staff) or 2080 hours (staff) annually.

(2) Full time has a second definition that is used in conjunction with determining eligibility for benefits. In this second case, a staff employee is eligible for "full time employee benefits" if he/she is regularly scheduled (budgeted) to work 1400 or more hours annually. A nine-month faculty employee is eligible for "full time employee benefits" if he/she is regularly scheduled (budgeted) to work 1096 or more hours annually.

d. Part Time Regular Employee

(1) A regular faculty or staff employee who is employed less than full time (1.0 FTE). This means the employee is regularly scheduled (budgeted) to work less than 1462 hours (nine-month faculty), or 1950 hours (staff). The FTE is calculated by dividing the regularly scheduled (budgeted) annual hours by 1462, 1950, or 2080, as appropriate.

(2) Part time has a second definition that is used in conjunction with determining eligibility for benefits. In this second case, a staff employee is eligible for "part time employee benefits" if he/she is regularly scheduled (budgeted) to work at least 1000

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hours annually but less than 1400 hours annually. A nine-month faculty employee is eligible for “part time employee benefits” if he/she is regularly scheduled (budgeted) to work at least 1000 hours annually but less than 1096 hours annually.

e. The Fair Labor Standards Act

The Fair Labor Standards Act (FLSA) is a federal law that governs the payment of minimum wages and overtime payments in the workplace. Labor Department regulations prescribe tests for determination by the employer of an employee’s status as exempt from the provisions of such law, or subject to its provisions (“non-exempt”). Generally, employees working in an executive, administrative, or professional capacity will be exempt from the application of the FLSA.

(1) Exempt Employee

A faculty or staff employee who has been determined to be exempt from most of the wage and hours provisions of the FLSA including the requirement to submit time and attendance reports. An exempt employee is not required to submit time and attendance reports and is not eligible for the payment of overtime compensation. All Reynolda Campus exempt employees are paid monthly.

(2) Non-exempt Employee

A staff employee who is subject to the wage and hour provisions of the FLSA. A non-exempt (also referred to as hourly) employee is required to submit time and attendance reports and must be paid premium pay for all work in excess of 40 hours in the workweek. Effective March, 2002, all Reynolda Campus non-exempt employees will report their time every other week and be paid one week later based on the hours reported.

f. Executive Officers of the University

The Executive Officers of the University include the President, the Provost, the Senior Vice Presidents, the Vice Presidents, the Academic Deans, the General Counsel, and the Director of Athletics. The Executive Officers of the University (other than the President) serve at the pleasure of the President. Any removal does not affect the individual’s appointment, if any, as a member of the University faculty.

g. Senior Academic and Administrative Officers of the University

The Senior Academic and Administrative Officers of the University include the Executive Officers of the University plus Department Heads and equivalents. Senior Academic and Administrative Officers (other than the President) serve at the pleasure of the President. Any removal does not affect the individual’s appointment, if any, as a

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member of the University faculty. The Human Resources Department maintains a listing of Senior Academic and Administrative Officer positions, a copy of which is attached.

Attachment

Updated by the Director of Human Resources, June 29, 2001

Updated by the Director of Human Resources, April 26, 2005

Updated by the Director of Human Resources, August 2, 2005

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SENIOR ACADEMIC AND ADMINISTRATIVE OFFICERS OF THE UNIVERSITY (Reynolda Campus)

President
President Emeritus
Executive Assistant to the President
Assistant to the President Emeritus
Provost
Vice Presidents
Associate Provost
Assistant and Associate Vice Presidents
Academic Deans
Assistant and Associate Academic Deans
Director of Athletics
Director of the Z. Smith Reynolds Library
Chairs of the Academic Departments and Equivalent
Directors of the Non-Academic Departments and Equivalent

Updated: July 1, 2005