



**Policy**

Title:	<b>Employment Categories</b>
Effective Date:	12/12/2017
Approved By:	President’s Council
Responsible Party:	Vice-President for Administration
History:	2010
Related Documents: All Human Resources Related Policies	

**I. PURPOSE**

This policy defines the various classifications of positions engaged by the University for human resources related matters.

**II. DEFINITIONS**

- **Administrative/Professional:** An Employee that is not a Faculty member nor who holds a Collective Bargaining Unit Position. Generally, an administrative employee performs office work related to the University’s business operations. Professional employees can either be Learned Professional (specialized academic training) or Creative Professional (work requiring invention, imagination, originality or talent).
- **Benefit Eligible Employee:** Those Administrative and Professional Employees and Faculty eligible for benefits as defined in the “Eligibility for University Benefits” Policy. (Eligibility for benefits for the Collective Bargaining Unit Positions are defined in the Collective Bargaining Agreement for each union.)
- **Collective Bargaining Unit Positions:** Those Employees covered under a Collective Bargaining Agreement (CBA).
- **Consultant:** Self-employed individuals or entities engaged by the University to perform services.
- **Employee:** Individuals with whom an employment relationship exists with Salus University in which the individual performs work that the employer directs or allows to take place.
- **Exempt Employee:** An employee classification under the Fair Labor Standards Act (FLSA) that is not entitled to its overtime protections.
- **Faculty:** Designation given to employees who engage in teaching of credit courses or are engaged in academic research. Faculty may also have administrative appointments. Generally, a

Faculty title conveys two attributes: rank (Adjunct, Instructor, Assistant Professor, Associate Professor, Professor and Professor Emeritus) and track (Non-Tenure Tract, Tenure Track, Tenured).

- ***Nonexempt Employee:*** An employee classification under the FLSA that is entitled to its overtime protections.
- ***Regular full-time employee:*** Employees that are not in a temporary or introductory status and that are regularly scheduled to work at least 35 hours per week.
- ***Regular part-time employee:*** Employees that are not in a temporary or introductory status and that are regularly scheduled to work less than 35 hours per week.
- ***Part Time/Per Diem Employee:*** Employees who work on an as-needed basis.
- ***Student Employee:*** University students who perform services for the University for no more than 20 hours per week while such student's classes are in session.
- ***Temporary Employee:*** Employees hired as interim replacements, to supplement the University's workforce temporarily or to assist in the completion of a specific project, in each case, for no more than a 12-month period, unless otherwise approved by the Vice President of Human Resources. Temporary Employees do not include individuals employed through temporary agencies, who are employees of the temporary agency.

### **III. POLICY**

Employment Categories are utilized by the University in the administration of compensation and benefits.