

1. Purpose

- 1.1. To define and clarify certain terms used in personnel policies and procedures necessary for the understanding of those policies and procedures.

2. Definitions

- 2.1. **Salaried Positions.** Salaried positions are paid on a salaried payroll basis. These positions are categorized as working consistently 20 hours or more weekly and to last six consecutive months or longer. These positions are eligible, depending on hours worked, for benefits as outlined in personnel policies concerning benefits.
- 2.2. **Faculty.** Faculty personnel are salaried employees whose primary assignment is that of instruction. Faculty personnel are exempt as defined by the Fair Labor Standards Act, 29 U.S.C. Section 201 et seq. (the FLSA).
- 2.3. **Classified.** Classified personnel are salaried employees whose positions require paraprofessional, clerical, skilled crafts or service training and capabilities. Classified personnel are not exempt from the overtime provisions of the Fair Labor Standards Act. Classified status is to be consistent with the job rating procedures administered by the Human Resource Director and approved by the TATC Campus Board.
- 2.4. **Professional/Administrative.** Professional/Administrative personnel are salaried employees whose primary function is administrative in nature. These positions normally require at least a four-year college degree and/or equivalent experience with specialized training. At least 80 percent of the employee's time should be designated toward supervisory, administrative or professional responsibilities which demand independent judgment or discretion. Professional/Administrative personnel are exempt as defined by the Fair Labor Standards Act, 29 U.S.C. Section 201 et seq. (the FLSA). Professional/Administrative status is to be consistent with the job rating procedures administered by the Human Resource Director and approved by the TATC Campus Board.
- 2.5. **Executive.** Executive positions include the Tooele Applied Technology College Campus President, the Vice President for Instructional Services, the Director of Finance and Operations, the Director of Marketing, and the Student Services Manager. Member of the executive group are exempt as defined by the Fair Labor Standards Act, 29 U.S.C. Section 201 et seq. (the FLSA).
- 2.6. **Non-Salaried Positions.** Non-salaried positions are paid on an hourly or project basis. These positions do not qualify for benefits.
- 2.7. **Adjunct Faculty.** Adjunct faculty are individuals having professional or specialized training and employed on a temporary or part-time basis to provide instruction or instructional related services. Adjunct faculty are employed for a specific period of time.
- 2.8. **Clinical Faculty.** Clinical faculty are individuals whose continuing professional activities do not relate primarily to College affairs, but who make a substantial regular contribution to the academic activities of the institution. Clinical faculty are employed for a specific period of time.
- 2.9. **Hourly Classified.** Hourly Classified personnel are individuals who provide support to a department. These positions are not exempt from the overtime provisions of the Fair Labor Standards Act. Hourly Classified employee's hours are not to exceed 1500 in any fiscal year.
- 2.10. **Work Study Students.** Work study students are employees in the federal work study program. Work study students employed on campus qualify for exemption from FICA under IRS regulations.