

EMPLOYMENT CATEGORY DEFINITIONS

POLICY NUMBER: ADM-EMPLOYCATDEFN

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: CHIEF HUMAN RESOURCES OFFICER

RESPONSIBLE OFFICE: HUMAN RESOURCES

EFFECTIVE DATE: UPON PRESIDENTIAL APPROVAL – 12/7/18

NEXT REVIEW DATE: PRESIDENTIAL APPROVAL PLUS FOUR YEARS – 12/7/22

SUPERSEDES POLICIES: COMBINES AND REPLACES 4 POLICIES –

EMPLOYEE CATEGORY DEFINITION; CONTRACT EMPLOYEES; TEMPORARY EMPLOYEES;
DEFINITION AND GROUPING OF STAFF POSITIONS

BOARD OF REGENTS REPORTING (CHECK ONE):

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

Employment categories have been established to group similar position types and provide a consistent definition over time and across the University. All employees will fall into one of the categories based on the primary assignment. Employment categories help determine employee duties, potential management responsibilities, and benefits eligibility.

- **Executive** - The President, Provost, and all others who regularly serve as members of the President's Cabinet. The President may specifically designate an appointment in special situations.
- **Administrator** - The head of a major organizational unit within the university, including Deans. For some reports and other specific purposes, Administrators also include Executives.
- **Faculty** - Positions with formal academic appointments and other positions designated by the President/Provost. Employees in this category are primarily engaged in teaching and research. Examples include Associate or Assistant Deans, Department Chairs, Librarians, and full- and part-time faculty members.
- **Staff** - All positions not covered in the "Executive", "Administrator", or "Faculty" definitions. Employees in this category are engaged in a non-teaching role for their primary assignment.

An employee may hold multiple roles at the University, but everyone has a primary assignment that is indicated with the HR system. The primary assignment is defined as follows:

- The role an employee spends the most time in
- The position that the employee's benefits eligibility comes from

Employees are also classified as regular, contract, or temporary:

Regular

Faculty - Refer to the Faculty Handbook Section 1, "Definition of Faculty Status" for details.

Staff – Staff are considered regular if the position is within the base budget and expected to continue on an ongoing basis.

Contract

Faculty – This classification does not apply to Faculty positions.

Staff – Staff are classified as contract if the position funding is not typically within the base budget or if the assignment is for a specific time period. If base funding does not exist, the position must be contract. The funding could be grant or revenue based. Contracts are typically renewed annually.

Temporary

Faculty – Refer to the Faculty Handbook Section 1.4, “Full-Time, Non-Tenure-Track, Temporary Faculty” for details.

Staff – A staff employee is considered temporary if scheduled to work on either an intermittent basis or working in a block of time for no more than three (3) months (12 weeks) at 37.5/40 hours per week. In no event should a temporary employee work more than 975 hours in a calendar year.

Full-time and part-time classifications are determined as follows:

Full-time

Faculty – Refer to the Faculty Handbook Section 1, “Definition of Faculty Status” for details.

Staff – A staff employee is considered full-time if scheduled to work 37.5/40 hours of regular time (not overtime) per week over the entire calendar year to equal 1,950/2,040 hours of regular time.

Part-time

Faculty – Refer to the Faculty Handbook Section 1.5, “Part-Time Faculty” for details.

Staff – A staff employee is considered to be part-time if scheduled to work fewer than 37.5/40 hours of regular time (not overtime) per week over the entire calendar year to equal fewer than 1,950/2,040 hours of regular time.

Unless otherwise stated in the Faculty Handbook or Chairs Handbook, University policies apply to these categories.

II. ENTITIES AFFECTED

This policy applies to all NKU employees, except student employees, based on their primary assignment.

III. EXCEPTIONS

This policy does not apply to student employees.

IV. REFERENCES AND RELATED MATERIALS

RELATED DOCUMENTS

Chairs Handbook: <https://www.nku.edu/academicaffairs/resources/faculty/handbook.html>

Faculty Handbook: <https://www.nku.edu/academicaffairs/resources/faculty/handbook.html>

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Revision - combines and replaces 4 policies: <ul style="list-style-type: none">• Employee Category Definition• Contract Employees• Temporary Employees• Definition and Grouping of Staff Positions	December 7, 2018

EMPLOYMENT CATEGORY DEFINITIONS

PRESIDENTIAL APPROVAL

PRESIDENT

Signature

Ashish Vaidya

Date

12/7/18

Ashish Vaidya

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

- This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.
Date of Board of Regents meeting at which this policy was reported: 3 / 20 / 19.
- This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.
- The Board of Regents approved this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)
- The Board of Regents rejected this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

EXECUTIVE ASSISTANT TO THE PRESIDENT/SECRETARY TO THE BOARD OF REGENTS

Signature

Ben Dyer

Date

3.20.19

Print Name

Ben Dyer