



Employment Classification

Responsible Official: Chief Operating Officer **Responsible Office:** Human Resources

Policy Purpose

This policy specifies how employees at East Tennessee State University are classified for reporting and benefits purposes.

Policy Statement

ETSU has developed guidelines for employing persons within the institution. Consistent with the descriptions included in this policy, appropriate Employee designations and percentage of employment shall be determined through campus review and will be based on the length of the assignment and the continued need for services.

Employees are classified using designations in relation to job descriptions and applicable laws as listed below. In addition to the designations and descriptions below, Faculty are also assigned a type of appointment pursuant to the [Definition of Faculty and Types of Appointment Policy](#).

Each Employee will either be classified as Exempt or Non-exempt in accordance with the Fair Labor Standards Act (FLSA).

I. Designations.

Each employee is assigned one of the following designations:

- A. Regular Full-Time
- B. Regular Part-Time
- C. MODFY (Modified Fiscal Year)
- D. Limited Term
- E. Temporary
- F. Adjunct
- G. Student Workers
- H. Graduate Assistants

II. Classification.

Each Employee is classified as one of the following:

- A. Executive and Administrative,
- B. Academic Personnel,
- C. Professional Non-Faculty, or
- D. Clerical, Support, Technical, Maintenance, and Operations Personnel

Authority: Focus Act § 49-8-203, et seq.; Fair Labor Standards Act

Previous Policy: PPP-02, TBR No. 5:01:01:00

Defined Terms

A defined term as a specific meaning within the context of this policy.

Academic Personnel	Faculty members (exempt employees) who hold academic rank, and who are directly engaged in instruction, research, or public service. Academic personnel are employed either on an academic year or fiscal year basis.
Adjunct Faculty	Employees who teach on a per-course contract based on instructional demand each semester.
Clerical, Support, Technical, Maintenance, and Operations Personnel	Non-exempt employees who are not included in the any other employee classification.
Employee	Anyone employed by the university in any capacity except for personnel classified as graduate assistant or student workers.
Exempt	Employees are ineligible for overtime pay and compensatory time according to the Fair Labor Standards Act. ETSU permits exempt employees compensatory time for holiday hours if they are required to work.
Executive and Administrative Personnel	Exempt, non-academic employees who primarily have executive and administrative responsibilities and whose positions require recognized professional achievement acquired by formal training or equivalent experience.
Graduate Assistants	Temporary personnel whose primary purpose for being at the University is to be enrolled in a graduate academic program.
Limited Term Employees	Personnel whose salary and benefits are budgeted on a recurring basis for a specified period of time, not to exceed five (5) years.

	These positions carry benefits in accordance with the percentage of employment.
Modified Fiscal Year Employees (MODFY)	Regular full- and part-time personnel whose contractual service period is at least nine months, but less than twelve months.
Non-Exempt	Employees who are eligible for overtime pay or compensatory time according to the Fair Labor Standards Act.
Professional Non-Faculty Personnel	Exempt or non-exempt (depending upon job description and annual salary), non-academic employees whose positions require recognized professional achievement acquired by formal training or equivalent experience.
Regular Employees	Personnel whose salary and benefits are budgeted on a recurring basis whether through grant or state funds, who are employed on a continuing basis. and who are eligible for full benefits (pro-rated based on percentage of effort).
Student Workers	Temporary personnel whose primary purpose for being at the University is to be enrolled in an undergraduate academic program of the institution or school. The Office of Financial Aid and Scholarships provides information about the different types of student workers.
Temporary Employees	Personnel whose initial period of appointment or expected service is less than one year. Some temporary employees are eligible for benefits according to the Affordable Care Act.

Policy History

Effective Date:

Revised Date:

Procedures

Procedure History

Effective Date:

Revised Date: