



POLICY TITLE	Employment Classifications and Work Limits	Policy Number	321
Section	Human Resources	Approval Date	December 4, 2014
Subsection	Conditions of Employment	Effective Date	December 4, 2014
Responsible Office	Office of the Vice President of Planning, Budget, and Human Resources		

1.0 PURPOSE

1.1 This policy establishes work limits and position categories by which departments shall identify their employees for the reporting and monitoring of work hours.

2.0 REFERENCES

2.1 UVU Policy 639 *Adjunct Faculty*

3.0 DEFINITIONS

3.1 At-will employment: An employee designated as at-will has no assurance of continued employment and may be dismissed without a statement of cause, without advance notice, and without the right to appeal, provided the termination does not violate federal or state law.

3.2 Full-time employee: An employee hired into positions in which the University has a reasonable belief that the employee will work at least 130 hours per month (30 hours per week) in a 12-month measurement period. A full-time employee is eligible for benefits, including medical insurance.

3.3 Variable hour employee: An employee hired into positions in which the University has a reasonable belief that the employee will work less than 130 hours per month (30 hours per week) in a 12-month measurement period. A variable hour employee is considered at-will and is not eligible for benefits, including medical insurance.

3.3.1 Adjunct faculty: A faculty member who is hired on a semester basis, is listed as the instructor of record on a credit class, and is paid on a per course rate. Pay is processed through a semester appointment form.

3.3.2 Instructional support faculty: A faculty member who assists in teaching a credit course but who is not the instructor of record and is paid on an hourly rate for hours worked. Pay is processed through submission of a time card for actual hours worked.

3.3.3 Non-credit instruction faculty: A faculty member who teaches a non-credit course, workshop, seminar, etc., and is paid on an hourly rate for hours worked. Pay is processed through submission of a time card for actual hours worked.



3.3.4 Part-time staff: A staff employee paid an hourly rate for hours worked. Pay is processed through submission of a time card for actual hours worked.

3.3.5 Temporary employees: An employee hired into positions that are limited in duration (lasting less than six months). Pay is processed through submission of a time card for actual hours worked.

3.3.6 Student employee: An individual duly enrolled at Utah Valley University, registered for classes, and whose primary purpose for being at the University is the achievement of a degree or certification. A student employee is paid an hourly rate for hours worked on the student pay schedule and pay is processed through submission of a time card for actual hours worked.

3.4 Seasonal employee: An employee who is hired into positions that are limited in duration (lasting less than four months) and who performs work that pertains to or is exclusively performed at certain seasons or periods of the year. The nature of the position is such that it may not be continuous or carried on throughout the year. The University has a reasonable belief that the employee will work less than 130 hours per month (30 hours per week) in a 12-month measurement period. Pay is processed through submission of a time card for actual hours worked.

3.5 Service hours: Scheduled and actual work hours tracked to determine benefits eligibility, including medical insurance.

3.6 Supervisor: A University employee charged with the responsibility for managing others' performance, including conducting performance evaluations.

4.0 POLICY

4.1 President's Council shall establish hours-of-service parameters for variable hour employees.

4.2 Human Resources and the Office of the Senior Vice President for Academic Affairs are responsible for communicating service parameters for variable hour employees in their areas of responsibility.

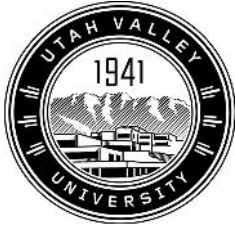
5.0 PROCEDURES

5.1 Enforcement of Variable Hour Employee Work Parameters

5.1.1 Service hours will be regularly reported by Human Resources/Payroll to the employee and the employee's supervisor(s). Any violation of this policy will be reported to the employee, the employee's supervisor(s), and the appropriate vice president(s).

5.1.2 Violations of this policy by a variable hour employee will result in disciplinary action up to and including termination. If terminated, the terminated employee will not be eligible for rehire by the University for at least 26 consecutive weeks from the last day paid and must apply for an open, posted position.

5.1.3 Policy violations and failure to appropriately monitor employee service parameters on the part of the supervisor may result in corrective action up to and including termination of the supervisor.



5.2 Termination and Rehire

5.2.1 A variable hour employee who is not credited with an hour of service for at least 26 consecutive weeks will be treated as having terminated employment and would need to be selected through a hiring process for further employment and would be considered a new employee for tracking of service hours.

5.3 Adjunct Faculty with an Instructional Support or Non-Credit Instruction Faculty Assignment

5.3.1 Adjunct faculty must receive prior approval by his or her department chair to perform other instructional, non-course duties and assignments. Such duties and assignments will be paid on an hourly rate for hours worked (hourly employee). Pay is processed through submission of a time card for actual hours worked. These service hours will be calculated from hours worked and hours for which payment is made or due. The combination of these hourly employee service hours and the assumed service hours for adjunct faculty must not exceed the established work limit.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity