

Employment Definitions & Guidelines

Positions & Appointments

Position	<p>A group of duties and responsibilities that are assigned to an employee. Actions taken which affect a position typically include the following: (a) the establishment of a new position, (b) revision or reclassification of an existing position, and (c) search and selection process to fill an open position.</p> <ul style="list-style-type: none"> • Board of Trustees' approval is required for the creation of all new full-time administrative and faculty positions. New positions are initiated through a Position Information Questionnaire and authorized through a Requisition form. • The President is authorized to create all other categories of positions in accordance with established procedures. [per Board of Trustees Policy 5.16, Section 3].
Open Position	A vacancy, created by the transfer, promotion, demotion or loss of an employee, or the addition of a position with approval by the Board of Trustees &/or appropriate administrator.
Appointment	A formal action taken to assign an individual to a position, which specifies the terms of employment. Appointments include, but not limited to, the following actions: (a) new hire, (b) transfer, and (c) promotion.
Appointing Authority	The Board of Trustees delegates to the President of the University authority to appoint and remove University personnel and establish compensation within the guidelines set forth by the Board of Trustees and in conformance with the laws of the State of Ohio. The President may delegate his/her authority to appoint classified employees. Vice President appointments must be approved by the Board of Trustees. [per Board of Trustees Policy 5.16, Section 1 & 2]

Fair Labor Standards Act (FLSA)

[The Fair Labor Standards Act \(FLSA\)](#) sets minimum hourly wage, overtime pay, equal pay, record keeping and child labor standards for employees covered by the Act. Non-exempt employees are covered by FLSA. This Act also addresses which employees are exempt (see definition below) from specific provisions of the act, such as overtime pay. Administration and enforcement of FLSA and related statutes are the responsibility of the Department of Labor. Shawnee State is obligated to comply with both federal and state wage regulations.

Non-Exempt	Employees who are subject to all provisions of the FLSA as amended. These employees receive overtime pay for hours worked beyond 40 hours in any workweek at one and a half times their regular hourly rate.
Exempt	Executive, professional, administrative, outside sales and some computer professional employees who are excluded from the overtime provisions of the FLSA as amended. These employees do not receive overtime pay for hours worked beyond 40 hours in any workweek.

Ohio Revised Code (O.R.C) Classification

Classified	A classified employee's terms and conditions of employment are governed by Ohio civil service law (Ohio Revised Code, Chapter 124) &/or a collective bargaining agreement. Classified employees are typically non-exempt under FLSA.
Unclassified	An unclassified employee serves at the pleasure of the appointing authority. Their terms and conditions of employment are governed by Board of Trustee policy. These individuals are typically exempt under FLSA.

Employment Status

Within some categories of employment, the University makes further distinction with respect to the employment relationship. These designations are discussed below:

Full-Time	<p>Employees who work the normal workweek (40 hours or 100% FTE) for at least nine months.</p> <ul style="list-style-type: none"> FTE (Full-Time Equivalency) is the percentage of time worked (based on 40 hours per work week) during the period covered by a given appointment (i.e. 50% FTE equals 20 hours of work per week). Full-time under the Affordable Care Act is equivalent to 30 hours per week (75% FTE) - for benefit purposes only.
Part-Time	Employees who work less than the normal workweek.
Tenured	Bargaining unit faculty members holding earned rank to continue employment following successful completion of the tenure-track process as outlined in the Shawnee State Education Associate (SEA) Contract Agreement [per 2012-2015 SEA Contract, Article 2, Section 2D and Article 9, Section 1] . The University must show cause to discipline or terminate the employment of a tenured bargaining unit member.
Non-Tenured	Bargaining unit faculty members whose employment generally does not automatically continue from year to year. Unless there is a specific provision to the contrary in a collective bargaining agreement, continuation of this employment status is at the sole discretion of the University.
Probationary Period	The probationary period constitutes a trial or testing period for the employee at the beginning of an original appointment, or immediately following a promotion. During the probationary period (generally 90 or 120 days) an employee may be terminated or reduced in pay grade.
Grant Funded	Positions funded by a grant. The length of the appointment is determined by the duration of grant funding.
Continuous Contract Status	Administrators, and in some cases faculty, employed in positions funded by a source other than grants and/or "soft" or external sources and with undefined contract durations. Status follows the successful completion of a probation period.
Defined Contract Status	Administrators who are employed in positions funded by grants and/or "soft" or external sources for a defined contract period.

Employment Actions

Transfer	The movement of an individual and/or position from one reporting entity to another. A transfer can be lateral (no change in grade or wages), or a promotion (to an entirely new position), or an upgrade (the position that is being transferred is the same but additional duties were added resulting in a grade and/or wage increase).
Upgrade	The change of a position's grade due to additional assigned duties resulting in a change in the position's established grade placement (in accordance with University's position classification systems).
Downgrade	The change of a position's grade due to elimination of assigned duties resulting in a change in the position's established grade placement (in accordance with University's position classification systems).
Promotion	The action resulting from an individual being assigned to an entirely new position resulting in an increase in grade placement and salary/wages. This action differs from an upgrade which occurs when the individual's existing position is modified.
Lateral Assignment	This action can result when an individual is transferred to another position and the position grade is the same as the individual's prior position (e.g., lateral transfer).

Appointment Types & Guidelines

Regular Appointment	<p>Employment within an approved budgeted position that is not limited to a specific period of time or purpose. Regular appointments are intended to be ongoing, subject to the needs of the university and with no designated end date.</p> <ul style="list-style-type: none"> • Regular appointments are made through a search process in accordance with the university’s affirmative action guidelines, unless waived by the President. [per Affirmative Action Hiring Guidelines]. Searches are initiated and authorized through a Requisition form. • Regular full-time appointments are eligible for all university benefits. • Regular part-time appointments typically will not exceed 62.5% (greater than 25 hours per week). • Regular part-time appointments may be eligible for some university benefits. Regular part-time appointments less than 20 hours per week are only eligible for benefits mandated by law. • Regular appointments are initiated by managers through a Request to Hire form; upon approval Human Resources initiates an Appointment Letter.
Term Appointment	<p>Employment for a designated period of time, normally between one and three years, unless determined by the duration of external sources (i.e., grant funding).</p> <ul style="list-style-type: none"> • Term appointments are made through a search process in accordance with the university’s affirmative action guidelines, unless waived by the President. [per Affirmative Action Hiring Guidelines]. Searches are initiated and authorized through a Requisition form. • Full-time term appointments are eligible for all university benefits. • Part-time term appointments typically will not exceed 62.5% (greater than 25 hours per week). • Part-time term appointments may be eligible for some university benefits. Part-time term appointments less than 20 hours per week are only eligible for benefits mandated by law. • Term appointments are initiated by managers through the Request to Hire form; upon approval Human Resources initiates an Appointment Letter.
Temporary Appointment	<p>Employment that is limited to a specific period of time or purpose.</p> <ul style="list-style-type: none"> • Full-time temporary appointments will not exceed 12 months. • Part-time temporary appointments typically will not exceed 12 months in duration or a 62.5% FTE (greater than 25 hours per week). • Temporary appointments by the same person in the same position require a six (6) month break in service. A rare exception may be authorized by Human Resources/Payroll based upon stated evidence of need for a short period of

	<p>time. This requirement does not apply to adjuncts (part-time faculty) or non-tenured faculty positions (which are governed by the SSU/SEA Contract Agreement).</p> <ul style="list-style-type: none"> • Full-time temporary appointments that exceed 90 days are eligible for some university benefits. • Part-time temporary appointments are only eligible for benefits mandated by law. • Temporary appointments are initiated by managers through the Request to Hire form; upon approval managers may initiate the Temporary/Supplemental Employment Contract.
<p>Intermittent Appointment</p>	<p>Employment with irregular hours or days on an as needed basis. Examples of intermittent appointments are: VRCFA Workers, Tutors/Note Takers, Models, Substitute Teachers, Game Workers, After School Mall and Phoneathon staff.</p> <ul style="list-style-type: none"> • Intermittent appointments work less than 1300 hours (62.5% FTE) over the appointment year. • Intermittent appointments are only eligible for benefits mandated by law. • Intermittent appointments for students paid through the student employment funding account (object code 5500) should be initiated through an Authorization to Hire or Change Notice form, which will remain in effect for one year (May 1 through April 30); this form must be completed before students begin working. • All other intermittent appointments are initiated by managers through the Request to Hire form which will remain in effect for one year (July 1 through June 30); Request to Hire forms for intermittent appointments must be submitted annually for the upcoming year. • Managers may initiate pay for hours worked (hourly rate) via Payroll Timesheet (or spreadsheet template established by Payroll). Examples include VRCFA, Tutors/Note Takers, After School Mall. • Managers may initiate pay for days worked (daily rate) via One-Time Pay contract. Examples include Substitutes, Game workers, Models.
<p>Special Administrative Appointments</p>	<p>Short Notice or Emergency Appointments to Full-Time Positions</p> <ul style="list-style-type: none"> • The spirit and intent of affirmative action guidelines for this type of appointment will be followed as closely as possible. • The President may appoint an individual on a temporary contract with consideration for reappointment based on individual's qualifications, performance, and/or affirmative action obligations. <p>Internal Appointments</p> <ul style="list-style-type: none"> • The President may appoint university employees to available positions if the employee is fully qualified for the position, an external search is considered unnecessary, and the affirmative action guidelines are considered. <p>Acting or Interim Appointments</p> <ul style="list-style-type: none"> • An acting appointment is when an SSU employee performs duties of a vacated position for a designated period of time, or covers for an employee during an extended leave of

	<p>absence or reassignment.</p> <ul style="list-style-type: none"> • An interim appointment is when an individual from outside the University is hired to perform duties of a vacated position for a designated period of time. • The spirit and intent of affirmative action guidelines for this type of appointment will be followed as closely as possible. • Acting or “interim” appointments will generally be for a maximum duration of one year; the President may extend the appointment if conditions warrant. <p>“Assistant To” Appointments</p> <ul style="list-style-type: none"> • Appointments may exist with or without a search. • Terms of appointment coincides with the term of the supervisor or may be terminated before the end of the supervisor’s term of office. <p>External appointments follow Regular or Term Appointment Guidelines; Internal appointments require a Change of Status form.</p>
Supplemental Pay/ Supplemental Appointment	<p>Payments to an employee that are not regular wages. These payments are typically made to regular full-time employees who perform duties in addition to their primary job assignment. Examples of supplemental pay/supplemental appointments are: bonuses, program leader and chair duties, pay for instruction, and interim assignments.</p> <ul style="list-style-type: none"> • Supplemental appointments must be approved by Human Resources/Payroll before employees begin performing additional duties. • FLSA pay rates must be applied for non-exempt employees. • Supplemental payments are typically initiated through a Temporary/Supplemental Pay Contract. Payments for non-academic purposes require prior authorization from Human Resources/Payroll. • Payments for instruction are initiated through the Temporary Instructional Contract. • Payments for overloads and faculty advising are initiated through a One-Time Pay contract.
Multiple Appointments	<p>Employees may have multiple part-time appointments.</p> <ul style="list-style-type: none"> • The sum total of multiple part-time appointments may not exceed 25 hours per week (62.5% FTE). • FLSA pay rates must be applied for non-exempt employees. • Human Resources/Payroll must authorize an individual to have multiple appointments.
Volunteer	<p>Services provided by an individual on an unpaid basis.</p> <ul style="list-style-type: none"> • A Volunteer Agreement and Personal Data form is required prior to services being provided. • Volunteers may be subject to a background check prior to providing services.
Consultant/Independent Contractor	<p>Services of consultants and independent contractors (non-employees) on a short-term, temporary, or part-time basis. Examples of a consultant/independent contractor are: consultants with signed contract, guest speakers, game officials, piano tuner, and Jacks Lock and Key. A consultant or independent contractor is not an employee. The IRS has strict criteria for determining whether an individual is an independent contractor or an employee.</p>

	<ul style="list-style-type: none"> • Departments must submit a Bear e-Buy New Vendor form before a consultant or independent can be paid for services rendered. • Consultants and independent contractors must sign an OPERS Acknowledgement form indicating they are not a public employee. • Human Resources/Payroll should be consulted to determine whether an individual is an independent contractor before entering into a contract with a consultant or independent contractor. • Payment for services provided by a consultant or independent contractor will be initiated through the Request for Payment form.
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Employment Categories/Classification – Regular or Term Appointments

Presidential	The University's Chief Executive Officer whose appointment, compensation and other terms of employment is determined by the Board of Trustees. [per Board of Trustees Policy 1.02 and 1.03]
Executive	A University Vice President whose appointment, compensation and other terms of employment is determined by the President, with approval of the Board of Trustees. [per Board of Trustees Policy 5.16]
Administrator	Employees who are assigned professional, managerial, and/or supervisory responsibilities as described in an approved job description. Administrators are generally paid on a salaried basis, with assigned duties that are exempt from (not governed by) the Fair Labor Standards Act (FLSA) overtime payment rules, and not subject to the provisions of the Ohio Revised Code (ORC), Chapter 4117. [per Board of Trustees Policy 4.51, Section 2.1]
Administrative Technical Support Staff (ATSS)	Employees typically paid on a per-hour basis (but can be paid on a salaried basis), assigned confidential and/or other duties exempt from (not governed by) provisions of ORC 4117 and are subject to FLSA overtime rules. [per Board of Trustees Policy 4.51, Section 2.2]
Support Staff	Employees included in the Communications Workers of America (CWA) bargaining unit encompassed by the SSU/CWA Agreement. Support Staff includes all full-time and regular part-time hourly employees including but not limited to the job classifications outlined in Appendix A of the CWA Agreement. Support staff excludes all professional, managerial, supervisory, confidential, seasonal and casual employees as defined under O.R.C. 4117.01 and all other employees not expressly included in the bargaining unit. [per 2013-2016 CWA Contract]
Security	Classified employees who are hired to ensure the safety, security, and welfare of students, staff, faculty, and campus property. Security officers are hourly-paid, non-exempt employees subject to the provisions of the Ohio Revised Code and Fair Labor Standards Act. [per Board of Trustees Policy 4.80]
Full-Time Faculty	Faculty members with earned rank, whose primary duties are instruction, scholarship, and service and who are tenure-track, non-tenure track, continuing contract, or tenured [per 2012-2015 SEA Contract, Article 2] .

	<p>Tenured: Bargaining unit faculty members holding earned rank to continue employment following successful completion of the tenure-track process as outlined in the Shawnee State Education Associate (SEA) Contract Agreement [per 2012-2015 SEA Contract, Article 2, Section 2D and Article 9, Section 1]. The University must show cause to discipline or terminate the employment of a tenured bargaining unit member.</p> <p>Tenure Track: Bargaining unit faculty members employed in a tenure-track position, and thus the right of those holding earned rank to continue employment following successful completion of the tenure-track process as outlined in the Shawnee State Education Association (SEA) Contract Agreement [per 2012-2015 SEA Contract, Article 2, Section 2D and Article 9, Section 1]</p> <p>Full-Time Instructor/Non-Tenure Track: Faculty whose primary duties are to provide classroom, laboratory, and clinical instruction for credit and whose annual faculty employment contract specifies appointment to a full-time position with the rank of instructor or senior instructor. There is no limit to the number of contracts that can be awarded to an individual, however employment does not automatically continue from year to year. Continuation of this employment status beyond the assigned academic year is at the sole discretion of the University. [per 2012-2015 SEA Contract, Article 2, Section 2F]</p> <p>Full-Time Temporary Faculty: Faculty holding a full-time temporary contract for one (1) semester. Such persons shall not teach more than fifteen (15) contractual hours in a term, and shall receive prorated salary based upon assignment. These individuals are assigned only teaching responsibilities. [per 2012-2015 SEA Contract, Article 2, Section 3A]</p> <p>Visiting Faculty: Faculty with full-time contracts that clearly indicate their visiting status. Such contracts will normally not exceed two (2) years. Contracts will be awarded for such purposes as: the temporary filling of vacancies due to bargaining unit faculty on leave, inability to obtain qualified faculty for an established bargaining unit position, unforeseen circumstances. [per 2012-2015 SEA Contract, Article 2, Section 3B]</p>
Athletic Coach	<p>Part-time employees providing coaching services as described in position descriptions provided by the Athletic Director and/or assigned by the Athletic Director or President.</p> <ul style="list-style-type: none"> • Coaches will work less than 125 hours per month, or 1500 hours over the appointment year. • Coaches are only eligible for benefits mandated by law. • A Request to Hire form must be completed to initiate employment for Coaches; upon approval a Part-Time Athletics Contract may be initiated.
Athletic Professional	Part-time employees who provide non-coaching services to the

	<p>Athletic department as assigned by the Athletic Director or President.</p> <ul style="list-style-type: none"> • Athletic professionals work less than 1300 hours (62.5% FTE) over the appointment year. • Athletic professionals are only eligible for benefits mandated by law. • A Request to Hire form must be completed to initiate employment for Coaches; upon approval a Part-Time Athletics Contract may be initiated.
Consulting Professional	<p>Professionals employed by the University who possess specialized knowledge, experience, as well as, up to date licenses and certifications. They are often required by regulatory authorities and accreditation boards to provide professional oversight of student activities and decision making. They are assigned professional, instructional leadership, managerial, and/or supervisory responsibilities as described in an approved job description. Consulting Professionals are generally paid on a salaried basis, with assigned duties that are exempt from (not governed by) the Fair Labor Standards Act (FLSA) overtime payment rules, and not subject to the provisions of the Ohio Revised Code (ORC), Chapter 4117.</p> <ul style="list-style-type: none"> • Consulting Professionals will work no more than 1300 hours (62.5% FTE) over the appointment year. • Consulting Professionals are only eligible for benefits mandated by law. • A Request to Hire form must be completed to initiate employment for a Consulting Professional; upon approval Human Resources initiates an Appointment Letter.

Employment Categories/Classification – Temporary Appointments

Temporary Employee	<p>An individual employed for a short period of time (12 months or less) to: assist with a specific project, provide relief during a regular employee's absence, provide relief when a position is vacated, or other conditions that may create a short term need.</p>
Part-Time Faculty (Adjuncts)	<p>Faculty who teach twelve (12) or fewer contractual hours per semester and no more than nineteen (19) contractual hours per academic year. [per 2012-2015 SEA Contract, Article 2, Section 3C]</p> <ul style="list-style-type: none"> • Workloads must comply with requirements established in the SSU/SEA Collective Bargaining Agreement and the Workload Equivalency Rubric/Guidelines under the Affordable Care Act. • Part-time faculty who also serve in a non-exempt position must be paid in accordance with FLSA. • Part-time faculty are only eligible for benefits mandated by law. • Part-time faculty appointments are initiated by managers through the Request to Hire form; upon approval managers may initiate the Temporary Instructional Contract. An addendum addressing the University's pay obligations under FLSA will supplement instructional contracts for all non-exempt employees holding a part-time faculty position.

Student Assistant	<p>Student Assistants serve in a support role to gain practical experience related to his/her major or career focus.</p> <ul style="list-style-type: none"> • Work schedules for Student Assistants will not exceed 62.5% (greater than 25 hours per week). • Student Assistants are only eligible for benefits mandated by law. • A Request to Hire form must be completed to initiate employment for a Student Assistant; upon approval a Temporary/Supplemental Employment Contract may be initiated.
Graduate Assistant	<p>A Graduate Assistant is a person who serves in a support role (assistantship) at a university, while completing post-graduate education. The individual typically assists professors with instructional responsibilities as classroom assistants or with academic research responsibilities as research assistants, aids coaches with an athletic team, or is employed by other university departments (such as housing or academic advising) in an entry-level capacity.</p> <ul style="list-style-type: none"> • Graduate programs are limited to one (1) Graduate Assistant position per cohort. Each program follows a formal search process, in accordance with established guidelines, to determine who is awarded Graduate Assistant positions. • Graduate Assistants are expected to work 20 hours per week, but in no case will exceed 125 hours per month, or 1500 hours over the appointment year. • Graduate Assistants are only eligible for benefits mandated by law. • A Request to Hire form must be completed to initiate employment for a Graduate Assistant; upon approval a Temporary/Supplemental Employment Contract may be initiated.
Resident Advisor	<p>Resident Advisors are required to live in an assigned residence hall to keep the University informed of activities, problems, and needs of the residents and the community.</p> <ul style="list-style-type: none"> • In addition to university housing, Resident Advisors are paid an annual stipend to provide 6 hours of service each week. Resident Advisors will be assigned duties throughout campus to account for the 6 hours of service. • Resident Advisors are authorized to have intermittent appointments (i.e. Orientation Leader) throughout the appointment year, but are not permitted to serve in ongoing student employment positions. • In no case will Resident Advisors work more than 125 hours per month, or 1500 hours over the appointment year. • Resident Advisors are only eligible for benefits mandated by law. • A Request to Hire form must be completed to initiate employment for a Resident Advisor; upon approval a Resident Advisor Contract may be initiated.
Student Employee	<p>Students employed through university funds allocated by a department/area, or Federal College Work Study students who</p>

- are paid from federal funds as part of their financial aid package.
- Student employment is initiated through an [Authorization to Hire or Change Notice](#) form, which will remain in effect for one year (May 1 through April 30); this form must be completed before students begin working.
 - Student employees with more than one position shall not exceed 25 hours per week (62.5% FTE) total, with the exception of summer employment.
 - Student employees are only eligible for benefits mandated by law.
 - Hours of work and compensation must be applied in accordance with [Student Employment Guidelines](#) and the Federal College Work Study program.