



Employee Categories and Definitions Policy	Employee
	Effective Date: January 14, 2019
	Approved Revision Date: January 14, 2019

- (1) Each position at Dixie Tech falls into one of three categories:
 - (a) Full-time salaried. Full-time salaried positions are paid on a salaried payroll basis. These positions are eligible for benefits as outlined in personnel policies concerning benefits. Full-time salaried positions fall into three categories:
 - (i) Faculty. Faculty personnel are salaried employees whose primary duty is teaching, tutoring, instructing, or lecturing to impart knowledge, skill and competencies. Faculty personnel are exempt as defined by the Fair Labor Standards Act (the FLSA).
 - (ii) Professional/Administrative. Professional/Administrative personnel are exempt as defined by the FLSA and fall into four categories.
 - (A) Administrative Employees. Employees whose primary duty is the performance of office or non-manual work directly related to the management or general business operations of the college, and their primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.
 - (B) Academic Administrative Employees. Employees whose primary duty is to perform administrative functions directly related to academic instruction or training in an educational establishment.
 - (C) Managers. Employees (1) whose primary duty is managing department or subdivision of the college; (2) who directs the work of at least two or more other full-time employees or their equivalent; and (3) have the authority to hire or fire other employees, or in the alternative, the employee's suggestions and recommendations as to the hiring, firing, advancement, promotion, or any other change of status of other employees are given particular weight.
 - (D) Professionals. Professionals and Computer Professionals as defined by the FLSA.
 - (iii) Executive. Executive positions include the Dixie Technical College Campus President, Vice Presidents, and other Directors designated by the College President. Members of the executive group are exempt as defined by the FLSA.
 - (iv) Classified. This category includes all other full-time salaried employees of the college. Classified personnel are not exempt from the overtime provisions of the FLSA.
 - (b) Part-time hourly. These positions are paid on an hourly or project basis where the employee works 28 hours or less per week, except with the consent of their Budget Executive. In no event may a part-time hourly employee work more than 1,456 hours in any 12 month period. They are employed on a temporary or part-time basis, and the number of hours they work is determined by college requirements. These positions do not qualify for benefits, and include:
 - (i) Adjunct Faculty. Adjunct faculty's primary duty is teaching, tutoring, instructing, or lecturing to impart knowledge, skill and competencies. These positions are exempt from the FLSA.
 - (ii) Hourly. Hourly personnel are individuals who provide support to a department. These

positions are not exempt from the overtime provisions of the FLSA.

- (c) Full-time hourly. These positions are what would normally be considered to be a part-time hourly position, but the employee will generally work more than 30 hours per week in order to meet a temporary or provisional college need. The employee is paid on an hourly basis, and the number of hours the employee works is determined by college requirements. While the employee is categorized as full-time hourly, the employee may elect to receive medical insurance covering him or herself, with the college paying the same portion of the cost that is paid for full-time salaried employees, and the employee may also elect to purchase medical insurance coverage for his or her dependents at his or her own cost. The employee may not receive any other benefits as outlined in personnel policies concerning benefits, including paid leave. Full-time hourly employees have the same FLSA exemption status as part-time hourly employees.
- (2) The category of each employee is determined by the Human Resources Department at the time of hire or change of assignment. However, no employee can be hired or have their status changed to full-time salaried or full-time hourly without the written approval of the College President.
- (3) The decision to make a position full-time salaried rests solely with Administration and will be the result of an analysis of the long-term, legitimate business needs of the College, and will be there for constitute of a pro-active administrative decision. There are no 'automatic triggers' that will convert an hourly full-time position or an hourly part-time position into a full-time salaried position.
- (4) Notwithstanding any of the above, an employee must meet the other requirements of the FLSA in order to qualify as exempt from overtime requirements.