


AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

Policy Number: 5:036	Supersedes Policy Number: 5:023
Date: April 18, 1988	Dated: August 1, 1986
Subject:  Employment Classification	
Initiating Authority: Vice President for Finance and Administration	SBR Policy/Guideline Reference: 5:01:01:00
Approved:  President	

The following definitions shall apply to employee categories as indicated:

1. Academic Personnel (Faculty) - All faculty members who hold academic rank, and who are directly engaged in instruction, departmental research, or public service. Academic personnel may be employed either on a nine-month service basis (academic year), compensated over a twelve-month period, hereinafter described as nine-month academic personnel, or on a twelve-month service basis (fiscal year), compensated over a twelve-month period, hereinafter referred to as twelve-month academic personnel.
2. Executive, Administrative, and Professional (Exempt) - All personnel other than personnel primarily employed in instruction, research, or public service who primarily have executive, administrative, or professional responsibilities, and whose positions require recognized professional achievement acquired by formal training or equivalent experience. This classification includes all non-academic personnel who are exempt from the provisions of the Federal Wage and Hour Law.
3. Clerical and Support Personnel (Non-exempt) - All personnel other than academic, administrative, or student personnel.
4. Student Employees - All personnel whose primary purpose for being at the institution or school is to be enrolled in an academic program of the institution or school. Student employees are temporary employees.

Each employee is also assigned one of the following designations:

1. Regular Full-Time Employees - All personnel, executive, administrative and professional, academic personnel, and clerical and support, who are employed on a continuing basis, expected to exceed six (6) months, and who have a regular work week of 37.5 hours or who are scheduled to carry a full teaching load or its equivalent. Regular full-time employees include full-time MODFY (modified fiscal year) employees.
2. Regular Part-Time Employees - All personnel, executive, administrative and professional, academic personnel and clerical and support, who are employed on a continuing basis, expected to exceed six (6) months, and who have a regular work week of less than 37.5 hours or who are scheduled to carry less than a full teaching load or its equivalent. Regular part-time employees include part-time MODFY employees (modified fiscal year) employees.
3. Temporary Employees - All personnel whose period of appointment or expected service is less than six (6) months. This definition should not be confused with employees who are designated as probationary employees, who may be regular full-time or part-time employees, and who are entitled to all leave benefits of such employees.
4. MODFY (modified fiscal year) Employees - All regular, full- and part-time, non-teaching personnel whose service period is at least nine months but less than twelve months. The actual length and work schedule can vary at the discretion of the institutional president.