

## PAYROLL CLASSIFICATION SYSTEM

**PURPOSE:** To establish a system for categorizing employee job classification groupings necessary to maintain consistent and equitable application of salary, wage and benefit programs.

**POLICY:** All Faculty and Staff positions shall be categorized in accordance with the University's payroll system so that positions will be placed in the proper payroll classification in accordance with Federal regulations, and University policy and at the appropriate corresponding benefit level.

**DATE APPROVED:** July 7, 1999

**REVISED:** September 1, 2007

### PRACTICES & PROCEDURES:

- I. The following payroll designations shall be utilized by the University:
  - A. Exempt salaried paid on monthly payroll.
    1. Executive: Includes the President and Vice Presidents whose primary responsibility is considered to be executive.
    2. Full-time Administrative: Includes any employee working nine (9) months or more per year and a minimum of forty (40) hours per week, whose primary responsibility is considered to be administrative or professional and non-teaching.
    3. Salaried non-exempt Administrative or Professional Staff: Includes any employee working less than nine (9) months, and/or less than 40 hours per week, and whose primary responsibility is considered to be administrative or professional and non-teaching.
    4. Temporary Administrative or Professional Staff: Employees hired to work for a specific period of time with a pre-determined date certain for termination of the position, whose primary responsibility is considered to be administrative or professional and non-teaching. This may be either on a full- or part-time basis.
    5. Full-time Faculty: All faculty hired as, or progressing to the rank of Professor, Associate Professor, Assistant Professor, or Instructor, including librarians and visiting faculty, who shall also hold the appropriate faculty rank.
    6. Graduate Faculty Member: All full-time faculty hired to teach graduate courses in the Division of Professional and Graduate Studies. The appropriate rank held by the graduate faculty member should precede this title on an individual basis.
    7. Adjunct Graduate Faculty: All part-time faculty hired to teach individual graduate courses in the Division of Professional and Graduate Studies.
    8. Part-time Faculty: All faculty hired with the title of Lecturer, or progressing to the title of Senior Lecturer, who teach no more than four courses per academic year, exclusive of Summer Session.
    9. Adjunct Faculty: All faculty hired to teach on the undergraduate level in the

Division of Professional and Graduate Studies and any administrative or professional staff member, who may occasionally teach an undergraduate course either at the Rindge Campus, or in the Division of Professional and Graduate Studies.

- B. Non-Exempt hourly paid on bi-weekly payroll.
  - 1. Full-time Staff: Employees hired to work a minimum of forty (40) hours per week, and nine (9) months or more per year.
  - 2. Part-time Staff: Employees hired to work less than forty (40) hours per week and/or less than nine (9) months per year.
  - 3. Temporary Staff: Includes those employees hired to work for a specific period of time with a pre-determined date certain for the termination of the position. These employees can work either full-time or part-time.
  - 4. University Work Study Student: All student employees who have been approved for financial aid benefits under the University Work Study program. These are all part-time employees during the academic year, and/or during summer vacation.
  - 5. Non-University Work Study Student: All student employees not approved for University Work Study benefits under the University financial aid program, but who have been approved by that office to work on a part-time basis during the academic year, and/or during summer vacation.
- II. General Information
  - A. Emeritus Status: An honorary distinction that may be bestowed upon an active or retired employee by the University in recognition of outstanding service to the University community.
  - B. Stipend: A pre-approved gross sum paid to an individual full- or part-time Faculty or Staff member requested by the University to perform a special, unclassified task that is clearly an additional responsibility to their primary position. Generally, a stipend may also be paid to a guest speaker if the fee was approved in advance.
  - C. Honorarium: An unsolicited gross sum paid voluntarily to an individual invited to perform a specific task for the University. Upon completion of such task, the University presents the individual with an honorarium. An honorarium differs from a stipend in that the recipient had not requested a fee, but instead the University decided that a payment "in honor" should be made.
- III. The Manager of Human Resources is responsible for the proper classification of all Faculty and Staff members.