

Policies of the University of North Texas Health Science Center	Chapter 05 Human Resources
05.302 Definition of Terms	

Policy Statement:

The definitions set forth below are applicable only to employees and positions in the Classified Service.

Application of Policy.

Classified staff

Definitions.

1. **Class of Positions** refers to one or more positions which are sufficiently similar with respect to duties and responsibilities that (a) the same descriptive title may be applied to each position in the class,(b) the same general qualifications are needed for the performance of the duties of the class, (c) the same tests of fitness may be used to recruit employees, and(d) the same schedule of compensation may be applied with equity to all positions in the class under the same or substantially similar conditions of employment.
2. **Job Description** is the written description of essential functions and responsibilities, marginal components, the extent of supervision received and given, educational and experience requirements, including specialized skills required for each position within the institution.
3. **Allocation** is the assignment of an individual position to an appropriate class of positions on the basis of the kind, complexity, and responsibility of the work performed in the position.
4. **Position** refers to a group of current duties and responsibilities assigned or delegated by competent authority, which require the full or part-time employment of one person.
5. **Promotion** refers to the permanent movement of an employee from a position in one class (title) to another class having more complex duties and/or responsibilities and a salary range with a higher minimum and maximum.
6. **Demotion** is the permanent movement of an employee from a position in one class (title) to another class having less complex duties and/or responsibilities and a salary range with a lower minimum and maximum.
7. **Transfer** is a permanent lateral change of an employee from one position to another position of the same class (title) in another department or a different work unit within the same department. A transfer involves no substantial change of duties, responsibilities, or qualifications.

8. **Regular Employees** are those employees who are appointed for at least twenty (20) hours per week for a period of a minimum of four and one half months, excluding students employed in positions which require student status as a condition for employment.¹ Only regular employees of institutions of higher education shall be eligible for paid holidays, vacation, sick leave, retirement, group insurance, and all other benefits. Vacation and sick leave accrual rates are prorated in accordance with the percentage of the forty-hour work week the employee actually works. Regular employees are paid on a monthly basis.
9. **Temporary Employee** is an employee who is appointed for less than four and one-half months. A temporary employee is not eligible for sick and vacation leave, holiday pay, insurance premium sharing, or any other benefits.
10. **Administrative Professional (Non-Teaching)** employees are assigned primary and major responsibility for the management of the health science center, or a recognized department or subdivision thereof, without instructional responsibilities.
11. **Trainee** refers to an employee in the initial period of employment when such period is for the purpose of training for the position to which the person has been appointed. Normally, the training period is for a duration of six months and is covered by a written agreement between the Vice President for Human Resource Services and the department concerned.
12. **Exempt** employee is the incumbent of a position which is exempt from the provisions of the Fair Labor Standards Act. To qualify as "exempt" the position must meet applicable tests relating to duties, responsibilities, and salary.²
13. **Non-Exempt Employee** refers to those employed in positions that are covered by the Fair Labor Standards Act (FLSA).³ The exempt/non-exempt status of each classification is noted in the Personnel Pay Plan under the heading of FLSA.
14. **Layoff** refers to non-prejudicial separation of an employee because of lack of work or funds. It does not involve delinquency, misconduct, or inability of the employee to perform the job. (See Policy 05.410)

Procedures and Responsibilities:

None

References and Cross-references.

¹ Texas Government Code, § 659.

² Fair Labor Standards Act of 1938 as amended.

³ Ibid.

Forms and Tools. None

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Revised: