



### **3344-61-01 Definitions.**

This chapter of the Administrative Code, originally approved by the board of trustees effective July 1, 1996, and revised in February 2015, applies to all professional staff members of the university and all other unclassified personnel not included under the faculty and librarian personnel policies, or covered by the university's collective bargaining agreements with the "American Association of University Professors," (AAUP), or "Service Employees International Union, (SEIU). Executive staff reporting directly to the president are not covered by rule 3344-61-04 of the Administrative Code or by paragraphs (E)(1) to (E)(5) of rule 3344-61-07 of the Administrative Code; these professional staff members serve at the will of the president.

- (A) "Professional staff members" are employees of the university and all other unclassified personnel not included under the faculty and librarian personnel policies, or covered by the university's collective bargaining agreements with the AAUP or SEIU, which includes both part-time and full-time staff members.
- (B) "Part-time" is defined as an appointment whose regularly assigned workweek is fewer than forty hours per week, and fewer than thirty hours per week for health benefit eligibility. Individual appointments have to be six months or longer to be eligible for benefits.
- (C) "Full-time" is defined as an appointment whose regularly assigned workweek is forty hours per week over a period of an academic or fiscal year and a minimum of thirty hours per week for health benefit eligibility. An appointment has to be six months or longer to be eligible for benefits.
- (D) "Individual letter of appointment" is a letter, signed by the president, or an authorized university administrator or designee, specifying a professional staff member's conditions of employment and rate of compensation.
- (E) "Immediate family" includes mother, father, brother, sister, spouse, daughter, son, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent, grandchild, registered same-sex domestic partner, dependents of a registered

same-sex domestic partner, legal guardian, stepparent, stepchild or other person who stands in place of a parent.

- (F) “Unit” defines the area of a staff member’s activity, regardless of administrative level within the university. Unit refers generally to an organizational structure; e.g. a department, office, sector, or center, and normally will be under the direction of a unit head/administrator and a unit supervisor.
- (G) “Salary grade” is an established pay range for each position noting the minimum and maximum salaries for the pay range.

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