

## Definitions of Terms

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## Contents

- I. Administrative and Professional (Non-Teaching)
  - II. Class of Positions
  - III. Classified Employee
  - IV. Demotion
  - V. Exempt Employee
  - VI. Job Audit
  - VII. Job Description
  - VIII. Lateral Transfer
  - IX. Nonexempt Employee
  - X. Position
  - XI. Promotion
  - XII. Reclassification
  - XIII. Reduction-in-Force
  - XIV. Regular Employees
  - XV. Temporary Employees
  - XVI. Trainee
  - XVII. Transfer
  - XVIII. Salary Increase
- 

### I. **Administrative and Professional (Non-Teaching)**

**Administrative and Professional (Non-Teaching) Employees** refers to any staff employee whose position entails significant administrative and/or professional duties and whose job is not included in the position classification plan, sometimes referred to as unclassified or non-teaching employees. **Administrative and Professional employees are appointed to positions without fixed term and serve at the pleasure of a specific administrative officer.**

### II. **Class of Positions**

**Class of Positions** refers to one or more positions 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.

III. **Classified Employee**

**Classified Employee** refers to an employee appointed to a position in the classified service under one of the official titles as approved in the university's Classified Pay Plan.

IV. **Demotion**

**Demotion** refers to a change of an employee from a position in one class (title) to a position in another class having less complex duties and responsibilities and with a lower minimum and maximum salary range.

V. **Exempt Employee**

**Exempt Employee** refers to an employee who, because of his/her position classification, qualifies as being exempt from the overtime provisions of the Fair Labor Standards Act. Exempt employees are not required to maintain weekly time cards and generally do not receive overtime pay for work performed in excess of the normal workweek.

VI. **Job Audit**

**Job Audit** refers to a systematic procedure for gathering information about a position in order to determine the most appropriate position classification.

VII. **Job Description**

**Job Description** is the written description of typical duties and responsibilities, extent of supervision received and given, educational and experience requirements, and other pertinent factors for a given class of positions. It is a class specification and not a description of an individual position.

VIII. **Lateral Transfer**

**Lateral Transfer** refers to a change of an employee from one position to another position of the same class (title) or the same base salary rate in another department or a different work unit within the same department. A lateral move involves no substantial change of duties, responsibilities, or qualifications.

IX. **Nonexempt Employee**

**Nonexempt Employee** refers to an employee who, because of his/her position classification is subject to the overtime provisions of the Fair Labor Standards Act. This employee is required to maintain bi-monthly/monthly time cards and will be paid at one and one-half times the hourly rate or will be granted compensatory time for work performed in excess of 40 hours during the normal work week at a rate of time and a half.

X. **Position**

**Position** refers to a group of current duties and responsibilities that require the full or part-time employment of one person.

XI. **Promotion**

**Promotion** refers to a change in the duties of a qualified employee and a change from one classification to another classification, which involves increased responsibility and a higher salary range. A promotion may result from a change in positions or a reclassification. (Resumes and applications must be reviewed for qualifications prior to the job offer. Exceptions to the minimum required experience must be approved by the Director of Human Resources.)

XII. **Reclassification**

**Reclassification** refers to a change in the official classification of a position within the same budgetary unit, not necessarily including a change in salary, which results from a job audit (analysis).

XIII. **Reduction-in-Force**

**Reduction-in-Force** refers to a separation of an employee from the service of the university resulting from lack of work or funds. It does not involve delinquency, misconduct, or inability of the employee to perform the job.

XIV. **Regular Employees**

**Regular Employees** are those employees who are appointed for at least twenty hours per week for a period of four and one-half months or more, excluding students employed in positions, which require student status as a condition for employment.

Regular salaried employees are paid monthly and regular hourly employees are paid twice a month.

XV. **Temporary Employees**

**Temporary Employees** refers to those employees who are appointed for a period less than four and one-half months. (All temporary employees upon hiring must clearly understand that their appointment is only for a specified period.) All temporary employees will be paid hourly.

XVI. **Trainee**

**Trainee** refers to an employee who is in the initial period of employment for the purpose of training for the position to which the person has been appointed. Normally, the training period is for duration of six months or less and is covered by an agreement between the Director of Human Resources and the department concerned. The starting salary will be at least 3% below the entry-level salary as indicated in the university Classified Pay Plan.

XVII. **Transfer**

**Transfer** is when an employee of the University changes from one department to another or from one State Agency to another without a break in service.

XVIII. **Salary Increase**

**Salary Increase** means an increase, which may result from the assignment of additional duties, a promotion, a reclassification, an evaluation of job performance, or an approved increase.