Policy ID:	ADM-HUM-19 Minor Revision 9 Status: C
Title:	Employee Classifications and Payroll
Description:	Determination of and purpose for classifying positions.
Category:	Human Resources
Applies to:	Staff,Faculty
Contact:	Human Resources
Purpose:	Each classification is placed in a specific salary range with an established minimum and maximum. The range is ample enough to allow incentives for improved performance, job proficiency, years of service, and individual efforts.
Policy Statement:	Based on the conditions of employment, employees of the University of Central Oklahoma fall into one of the following categories:

- Full-Time
- Part-Time
- Temporary, which includes Student Employees

Full-Time

An employee, exempt or non-exempt, who is regularly scheduled to work at least 30 hours each week, is considered full-time and is eligible for benefits. For classification purposes the standard working hours are typically a minimum of 6 hours per day, 5 days per week. Exempt employees are classified as such if their job duties are exempt from the overtime provisions of the federal and State Wage and Hour laws.

Part-Time

Part-time employees are classified as exempt or non-exempt and work a regular schedule of less than 30 hours per week. Part-time employees working less than 30 hours are not eligible for regular benefits, but are eligible for "part-time employee benefits", as described under Optional Benefits – Paid by the Employee.

Temporary and UCO Student Employees

A UCO student or non-student temporary employee is hired for a specified project or time frame and may work an irregular schedule. Designated "student" employees are also classified as "temporary" employees. A student or non-student temporary employee in a non-exempt position is paid by the hour, while a temporary employee in an exempt position is paid according to the terms of hire for that individual.

Project and/or Time Frame Employment Terms

Faculty — Hired for the academic year.
Non-Student Temporary Employees — Need is re-evaluated every six months.
Students — Hired for the academic year, and re-evaluated next academic year.
Exception: International students are re-evaluated every semester.

However, as is true at all times during an employee's employment with UCO, employment is not guaranteed for any specific time and may be terminated at will, with or without cause and without prior notice, as provided under the at-will provision of Oklahoma law.

Payroll Week

The payroll work week consists of seven consecutive days, Sunday at 12:01 am – Saturday 11:59 pm.

UCO Student Employees & FICA

Federal Insurance Contributions Act (FICA) taxes ***do not apply*** to service performed by UCO students employed by the University while the student is pursuing a course of study. (Exception: International students working more than five years.)

FICA taxes are Social Security payroll taxes collected under authority of the Federal Insurance Contributions Act. Payroll taxes collected for Social Security are, of course, taxes, but they also can be described as contributions to the social insurance system that *is* Social Security.

If a student employee becomes a permanent employee, or is no longer pursuing a course of study, UCO is required by law to withhold FICA taxes through payroll deduction.

Exempt Employees

Salaries are paid monthly, *exempt* from the payment of overtime or the tracking of compensatory time.

Non-Exempt Employees

Salaries are calculated on an hourly basis. When it is necessary for an employee to work more than eight hours in a workday, the work-week should be rearranged so that it does not exceed 40 hours worked in a work-week. If this is not possible, the employee is given compensatory (comp) time off during a later work week in accordance with UCO's Overtime Policy. If a department cannot allow an employee to take comp time off as compensation for overtime, the department director shall authorize payment of overtime wages.

Employee as Adjunct Instructor

An administrative or staff employee may teach up to 3 hours per semester as an adjunct instructor with the written permission of his or her supervisor. Preparation for classes taught must be completed outside of normal working hours. Additional record-keeping requirements apply to non-exempt employees.

If the course or courses taught as an adjunct instructor are held before or after the employee's normal working hours, the workday is extended or vacation is taken. The employee will receive adjunct instructor pay in compliance with Federal and State Wage and Hour laws, and as described in UCO's Employee as Adjunct Instructor Policy.

Glossary of Terms:

Legal Citation:

Campus Links:

FAQs:

Formerly known as:

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