

## University Policy 3000: Employee Position Types

**Category:** Human Resources

**Subcategory:** Rights & Responsibilities

**Covered Individuals:** All Employees

**Responsible Executive:** Executive Vice President and Chief Operating Officer

**Policy Custodian:** Office of Human Resources, Senior Associate Vice President of Human Resources

**Last Revised:** 2025/03/17

**Previous USU Policy Number:** 301: Employee Position Types

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### 3000.1 PURPOSE AND SCOPE

Utah State University (USU or University) utilizes a variety of employee position types to meet the institution's mission. This policy outlines and defines the types of employee positions used at USU.

### 3000.2 POLICY

USU position categories are created and administered to clarify the nature and role of a particular type of position, delineate the at-will status of certain position types, ensure compliance with the [Fair Labor Standards Act](#) (FLSA) (which affects overtime eligibility), and identify which positions are eligible for USU benefits.

#### 2.1 Statuses Affecting All Employee Position Types

##### 2.1.1 Fair Labor Standards Act (FLSA) Status

All employee positions are designated as either nonexempt (eligible for overtime hours) or exempt (ineligible for overtime hours). See [USU Policy 3203: Overtime](#) for more information. The Office of Human Resources assigns positions to the applicable FLSA status in adherence with current Department of Labor (DOL) rules and regulations, and the FLSA salary and duties tests.

##### 2.1.2 At-Will Status

Certain positions at USU are defined as at-will, meaning employment and compensation can be terminated with or without cause or notice. Employees in these positions are generally hired to work at the discretion of the President and include, without limitation, provosts, executive vice provosts, executive vice presidents, senior vice presidents, vice presidents, hourly employees, and post-doctoral fellows.

Additionally, certain athletic positions are defined as at-will and include, without limitation, athletic directors, deputy and assistant athletic directors, athletic team coaches, athletic analysts, athletic operations coordinators, and athletic operations specialists.

The President may designate any open position an at-will position. For those with administrative positions that include academic rank, this policy applies only to the administrative portion of the assignment.

Employees within the introductory period of employment are considered at-will (see [USU Policy 3307: Introductory Period of Employment](#)). At-will employees are not eligible to participate in the employee grievance process.

Only the University President, or the President's designee, is authorized to provide any individual with special arrangements concerning terms or conditions of employment.

### 2.1.3 Fiscal or Academic Base Period Status

All benefited positions are classified with either a fiscal- or academic-year base period. An appointment of 100% time is considered to be full time under either base period.

Fiscal-year base appointments are 12 months (July through June).

Academic-year base appointments are 9 months (mid-August through early May), typically reserved for faculty positions, and may be enhanced by adding 1, 2, or 3 months of service or reduced by part-time appointments of less than 9 months.

### 2.1.4. Benefited Status

A position is considered benefit-eligible if its appointment is 50% time or greater, is expected to exceed three (3) months in length, and has been through the benefited position approval process. Once approved, the Office of Budget and Planning will budget the position with salary and benefits.

Benefit-eligible positions fit into one of the following categories:

- **Executives**

A budgeted position that has responsibility over a major function or subset of the university. Titles include President, Executive Vice President, Senior Vice President, Vice President, Provost, Executive Vice Provost, Vice Provost, Dean, and each, respectively, as Associate and Assistant.

- **Administrators**

A budgeted position that is responsible for one or more department codes. Titles include Executive Director, Director, Controller, and Department Head.

- **Faculty**

A budgeted position with academic status defined as faculty in [USU Policy 4000: Composition and Authority of the Faculty](#).

- **Staff**

A budgeted position not defined as executive, administrator, or faculty.

### 2.1.5 Non-benefited Status

A position that does not meet the definition of a benefit-eligible position is considered a non-benefited position and is not eligible for university benefits unless otherwise required by law (e.g., when a non-benefited employee meets the work-hour requirements under the [Affordable Care Act](#) (ACA) and becomes eligible for ACA health insurance).

If a non-benefited employee is subsequently hired into a benefited position, hourly service in their non-benefited position will not accrue as seniority credit for USU benefits.

Non-benefited positions are broadly considered wage hourly and serve the university as at-will employees (see Section 2.1.2 and [USU Policy 3305: Employment-At-Will](#)). These positions may include a variety of roles, such as:

- Graduate Assistantship
- Teaching non-benefited (includes concurrent enrollment, teaching for credit, and teaching not for credit)
- Paid Internship
- Work Study
- Undergraduate Teaching Fellow

For system and reporting purposes, benefited positions are considered primary. Employees can hold only one benefited position at a time and cannot have secondary non-benefited positions. While employees can be assigned to multiple non-benefited positions, the primary position is determined by the one they held first. Departments may change the primary position for non-benefited employees, if needed, by notifying the Office of Human Resources.

### 3000.3 RESPONSIBILITIES

#### 3.1 Office of Human Resources

Determine the FLSA status for all positions in accordance with Department of Labor requirements. Work with the USU Office of Budget and Planning to establish approved positions to be benefit-eligible. Counsel with departments and business services to ensure that applicable position statuses and types are administered in accordance with USU policy.

#### 3.2 Office of Budget and Planning

Coordinate with the Office of Human Resources to establish and approve benefit-eligible positions.

### 3000.4 REFERENCES

- [Affordable Care Act](#)
- [Fair Labor Standards Act](#)

### 3000.5 RELATED USU POLICIES

- [USU Policy 3203: Overtime](#)
- [USU Policy 3305: Employment-At-Will](#)
- [USU Policy 3307: Introductory Period of Employment](#)
- [USU Policy 4000: Composition and Authority of the Faculty](#)

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**Information below is not included as part of the contents of the official policy.** It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the president.

## RESOURCES

### Contacts

- [Senior Associate Vice President for Human Resources](#)

## POLICY HISTORY

Original issue date: 1997/01/24

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