

Employment Categories

Summary

The university's specific job classifications.

Purpose

To provide guidance on the university's job classifications.

Policy

Job classifications and Employment

All employees of Columbus State University with the exception of those identified as Faculty or Student are designated as Classified Personnel . This category includes the following personnel:

- Staff- All employees who are not exempt from the Federal Wage-Hour provisions of the Fair Labor Standards Act because of their job responsibilities are designated as Staff . These employees are paid for specific hours of work each week. When authorized, they may perform overtime work for which compensatory time may be accrued.
- Professional and Administrative Personnel (P&A) - All employees who are exempt from the Federal Wage- Hour provisions of the Fair Labor Standards Act because of their professional or administrative responsibilities and who are not identified as Faculty are designated as Professional and Administrative Personnel (P&A). These employees are expected to maintain a regular schedule as determined by the supervisor. P&A employees are paid to perform for a specific job rather than for specific hours of work and, therefore, are not authorized overtime pay. They may not always keep the same hours as employees designated as Staff. Schedules may be adjusted when necessary to facilitate completion of assigned duties or to ensure equity.

Student Positions

These positions are regulated by Federal law and are structured for work time to generally be less than 20 hours per week. The Student Assistant Program is an effort to provide students a part-time job experience and earning opportunity while enrolled as students at the University. The Work Study Program is a federally funded program that provides funding for employment of students based on financial need. The Graduate

Assistant Program offers graduate students an earning opportunity in either a service or research related assistantship.

Related USG Policy

USG Human Resources Administrative Practice Manual

Last Update

7/26/18

Responsible Authority

CSU Human Resources