

**EMPLOYEE GROUP DEFINITIONS****Adopted:** December 9, 2005**Supersedes:** (See end of policy)**UNIVERSITY OF MINNESOTA
BOARD OF REGENTS POLICY**

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EMPLOYEE GROUP DEFINITIONS**SECTION I. SCOPE.**

This policy defines every employee group within the University of Minnesota (University) in which there exists an employer-employee relationship. Employees within each group are governed according to the policies, rules, and contracts applicable to their group. This policy does not apply to those individuals who are working at the University under independent contractual agreements and are not members of a defined employee group. The terms and conditions of employment for these individuals are specified in their employment contracts.

SECTION II. GUIDING PRINCIPLES.

(a) The University shall seek to recruit, mentor, reward, and retain world-class faculty and staff and provide employment opportunities for students during their enrollment.

(b) The University shall classify its positions according to (1) the nature of the work, and (2) the knowledge, skills, abilities, and levels of difficulties of duties and responsibilities assigned to and performed by employees appointed to such positions.

(c) The University extends the safeguards of academic freedom to its employees and holds them to high standards of academic responsibility pursuant to Board of Regents (Board) policy.

(d) The University's system of employment shall provide reasonable and fair treatment and invest in the success of its employees.

SECTION III. DEFINITIONS.

Subd. 1. Classification. *Classification* shall mean the grouping that includes all positions of sufficiently similar mix or range of responsibilities or job duties.

Subd. 2. Exempt. *Exempt* shall mean employees primarily performing work exempt from or not subject to the overtime provisions of the Fair Labor Standards Act and for whom overtime pay is not required by federal law.

Subd. 3. Non-exempt. *Non-exempt* shall mean employees primarily performing work subject to the overtime provisions of the Fair Labor Standards Act and for whom overtime pay is required by federal law.



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SECTION IV. REQUIREMENTS.

Subd. 1. Statutory Compliance. Definitions of all employee groups and classifications shall comply with all applicable local, state, and federal labor laws or statutes.

Subd. 2. Terms and Conditions. The University shall ascribe to each employee group the terms and conditions of employment (a) dictated by law, (b) negotiated where applicable, and (c) in accordance with sound employment practice.

Subd. 3. Compensation. Employees shall be compensated for carrying out the responsibilities of their position. Total compensation shall include annual base salary plus fringe benefits as determined by the employee group, appointment type, percent of time worked, duration of appointment, and any other eligibility requirements specified.

SECTION V. EMPLOYEE GROUPS.

Subd. 1. Faculty.

(a) **Definition.** Regular (tenured/tenure track) faculty are engaged in teaching, research, and service. Term faculty are engaged in one or more of these functions.

(b) **Governing Documents.** Board policies, University policies and procedures, and collective bargaining agreements for union-represented faculty shall govern faculty.

Subd. 2. Academic Professional and Administrative

(a) **Definition.** The academic professional and administrative (P&A) employee group includes the following sub-groups of employees:

(1) **Academic Professionals.** Academic professionals parallel faculty in having the requisite preparation and specialized knowledge in an academic discipline or field and in exercising independent professional judgment. These individuals may be engaged in teaching, research, service, and a wide variety of other professional functions within the University.



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(2) **Academic Administrators.** Academic administrators are involved in policy development and execution, and in directing, coordinating, or supervising activities of the University.

(3) **Professionals-in-Training.** Professionals-in-training are involved in teaching and research. They hold internships, residencies, or are otherwise involved in further training in a disciplinary field.

(b) **Representative Body.** A representative body is elected by academic professionals and academic administrators from each college, administrative unit, and coordinate campus to (1) participate in the development and implementation of applicable policies, procedures, and compensation plans and (2) advise the administration on any matters related to their conditions, benefits, or annual salary plan.

(c) **Governing Documents.** Board policies and University policies and procedures shall govern P&A employees.

Subd. 3. Civil Service.

(a) **Definition.** The University civil service employee group includes exempt and non-exempt staff whose work supports the academic and administrative functions. Staff perform work that includes, but is not limited to, the following: business operations, information technology, student services, service/maintenance, purchasing, and accounting. Administrative civil service positions typically have a span of control at the department/division level or below.

(b) **Representative Body.** A committee shall be appointed by the president to represent all areas, campuses, and central administration to (1) review and recommend rules and (2) advise the administration on any matter related to civil service conditions, benefits, compensation, and salary ranges.

(c) **Governing Documents.** Civil Service Rules, Board policies, and University policies and procedures govern civil service employees.

Subd. 4. Union-Represented Staff.

(a) **Definition.** The University recognizes those groups of staff employees that have exclusive representation under law and are statutorily governed.

(b) **Governing Documents.** Collective bargaining agreements between the Board and the designated union, Board policies, and University policies and procedures govern union-represented staff employees.



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Subd. 5. Graduate Assistant.

(a) **Definition.** Graduate assistants are student employees registered in a graduate or post-baccalaureate professional degree program at the University and employed in a position covered under this employee group. Graduate assistants may be engaged in teaching, research, or administrative functions of the University under the direct supervision of faculty, academic professionals, or administrators.

(b) **Governing Documents.** Board policies and University policies and procedures govern graduate assistants.

Subd. 6. Student.

(a) **Definition.** Student employees are those individuals registered for classes who hold employment in non-academic student positions and undergraduate teaching and research assistant positions.

(b) **Governing Documents.** Board policies and University policies and procedures govern student employees.

SUPERSEDES: ACADEMIC PROFESSIONAL AND ADMINISTRATIVE STAFF DATED DECEMBER 12, 1980; CIVIL SERVICE PERSONNEL DATED NOVEMBER 24, 1945; FACULTY AND ACADEMIC STAFF DATED OCTOBER 8, 1993; AND STUDENT EMPLOYMENT AT THE UNIVERSITY DATED JULY 10, 1981.