



# California Health Sciences University

## CHSU EMPLOYMENT CLASSIFICATIONS

### **I. ADMINISTRATION, FACULTY OR STAFF POSITIONS**

Employment at the University is generally divided into three different classifications: Administration, Faculty and Staff. Some employees may hold concurrent positions in more than one of these classifications. Questions regarding employment classifications, applicable rules or requirements of employment or eligibility for particular benefits should be referred to the Office of the Human Resources.

#### **A. Administration**

Administration includes those employees who meet the executive or professional exemption as a matter of law, excluding Faculty and Adjunct Faculty, as defined below.

The executive exemption generally applies to those employees: (1) whose duties and responsibilities primarily involve the administration of the enterprise in which he or she is employed or of a customarily recognized department or subdivision thereof; and (2) who customarily and regularly direct the work of two or more other employees; and (3) who have the authority to hire or fire other employees or whose suggestions and recommendations as to the hiring or firing and as to the advancement and promotion or any other change of status of other employees will be given particular weight; and (4) who customarily and regularly exercise discretion and independent judgment.

The professional exemption generally applies to those employees: (1) who are licensed or certified by the state of California, primarily are engaged in the practice of law, architecture, engineering, or accounting, and customarily and regularly exercises discretion and independent judgment in the performance of their duties; or (2) who are primarily engaged in an occupation commonly recognized as a learned or artistic profession and regularly exercises discretion and independent judgment in the performance of their duties.

Administration within the academic administration of the University will generally include individuals holding a position at the level of Assistant Dean and above or who hold director level positions. Administration within the academic administration may also be jointly as faculty, as described below. Administration within the executive administration of the University will generally include individuals holding titles of Administrator, Director, Assistant Vice president or Vice President.

Determination of which employees qualify as administration for purposes of employment benefits is determined by the President of the University, in consultation with the Provost and the Office of Human Resources.



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### B. Faculty & Adjunct Faculty

Faculty positions are full-time positions which primarily require teaching services to be provided to the students of the University. Assistant/Associate Deans, Deans and the Provost are considered members of the University's Faculty.

Individuals employed by the University to teach part-time and/or on a temporary basis are members of the University's Adjunct Faculty and are not considered part of the University's Faculty classification, but rather represent a separate classification.

The University recognizes academic ranks as important indicators of faculty accomplishment and competence. The University recognizes academic ranks for faculty and adjunct faculty members, in ascending order as follows: Instructor, Assistant Professor, Associate Professor, and Professor. Designation of faculty rank, including initial designations and promotions, will be governed by the policy of each component college.

The University may modify its standard faculty titles with the use of the following prefixes: The prefix "Clinical" identifies appointments that primarily provide practical instruction and application of practical knowledge.

### C. Staff

Staff positions include all other positions within the University or within a specific college of the University, including both exempt and non-exempt positions, which do not meet the definition of Administration or Faculty. Examples of Staff positions include, but are not limited to: executive assistants, coordinators, and secretarial support staff. Independent contractors or consultants performing work for the University are not classified as staff, and are not employees of the University.

## II. AT-WILL EMPLOYMENT STATUS

All employees of the University, regardless of classification, are considered at-will employees unless otherwise specified in a signed written employment agreement with the employee. At-will employees are free to terminate their employment at any time, with or without a reason or notice. The University also has the right to terminate the employment of at-will employees at any time, with or without a reason or notice. Cause is not required for an at-will employee's termination. The University also reserves the right to change an at-will employee's compensation, position, duties, hours of work and any other term or condition of employment without notice, reason or cause.



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No one at CHSU is authorized to enter into an employment contract, or make representations which are contrary to this policy, unless such representations are made in writing and are signed by the employee and CHSU. Only the CHSU Board President for the Board of Trustees, CHSU

President, CHSU Provost or a Dean of a component college is authorized to sign an employment contract. For those employees who are employed pursuant to an employment contract with the University, in the event of a conflict between University policy and the terms of the employment contract, the terms of the contract will govern their employment.

### **III. NO TENURE**

CHSU does not have tenure track positions for, nor does it offer permanent employment for, any Administration, Faculty or Staff position.

### **IV. SUB-CLASSIFICATION OF STAFF AND ADMINISTRATION POSITIONS**

Staff and Administration employees are classified as: full-time, part-time, per diem, special project/ temporary, or unpaid interns.

Full-time employees are those who are regularly scheduled to work 40 or more hours per workweek. Full-time employees are paid on either an hourly or salary basis. Full-time may be defined differently for some employee benefits. If so, the definition of full-time will be provided under the relevant policy.

Part-time employees are those who are scheduled to work less than 40 hours per week. Part-time employees are generally paid on an hourly basis. Part-time employees may not be eligible for any or some benefits.

Per diem employees are those employees hired on an hourly basis to perform a task or work a shift "as needed." Per diem employees include student workers, tutors, and teaching assistants.

Special Project/Temporary employees are those employees hired to perform a special job task or work for a limited time period. An example of a special project employee is a student or paid intern, hired to perform services during the summer months. Special project employees may not be eligible for any or some benefits.

Unpaid interns may from time to time work with the University to develop marketable skills and gain knowledge in our industry. In order to be considered an uncompensated intern: (1) the intern must receive training that is similar to that which would be given in a vocational school; (2) the training must be for the benefit of the intern; (3) the intern must not displace employees, and will



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work under close observation; (4) the University shall derive no immediate advantage from the activities in which the intern participates; (5) the intern is not necessarily entitled to a job at the completion of the training program; and (6) both CHSU and the intern understand that the intern is not entitled to wages for the time spent in training.

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- Policy Owner: Human Resource
  - Effective Date: 10/24/2017
  - Approval by President Date: 10/24/2017