

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 4	General Personnel Policies	Effective:	November 2000
Section 4.1	Office of Human Resources	Revised:	October 2001
Policy 4.1.2	Definitions	Responsibility:	Vice President for Human Resources

DEFINITIONS

Definitions

ADMINISTRATIVE AND PROFESSIONAL SERVICE: Non-classified positions in which the incumbents perform one or more of the following duties:

1. serve as the head or assistant head of a budget entity;
2. participate in the management of a department;
3. perform the duties of a recognized or licensed profession; or,
4. possess an unusual or unique and highly specialized expertise in a particular field of endeavor.

ADMINISTRATIVE OFFICIAL: Deans, Chairs, Vice Presidents, department Directors, and other persons assigned to act in an official capacity within the scope of these regulations.

APPOINTMENT: Official designation as an employee of The University of Texas System.

BREAK IN SERVICE: Day(s) of non-employment falling between the termination date and the rehire date with the Health Science Center or any other state agency or institution of higher education. Also, a termination to enter military service and failure to be reappointed within ninety (90) days of release from military service.

CLASSIFIED EMPLOYEE: An employee appointed to a position in the classified service under one of the official titles as approved by The University of Texas Board of Regents in the "Personnel Pay Plan".

CLASSIFIED SERVICE: Staff positions which do not entail significant instructional responsibilities and do not meet the definition for positions assigned to the administrative and professional service or faculty.

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA): A federal law requiring that most employers sponsoring health plans offer employees and their families the opportunity for a temporary extension of health and dental coverage (continuation

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coverage) at group rates in certain instances where coverage under the plan would otherwise end.

CROSS APPOINTMENT: An appointment in which an employee is appointed to more than one position, whether paid or unpaid, but whose total appointments do not exceed 100%. Cross appointments may occur within the same department, between departments, or between the Health Science Center and the Veterans' Hospital.

DEMOTION: The movement of an employee from one position to another position at a lower pay grade.

ENTRY-LEVEL JOB: A position requiring little or no previous experience.

EXEMPT EMPLOYEE: An employee who, because of his/her position duties, is exempt from the overtime provisions of the *Fair Labor Standards Act* and generally does not receive overtime pay for work performed in excess of the normal work week.

FACULTY: Non-classified professional employees whose primary duties involve teaching, research, and/or patient care.

FULL-TIME EMPLOYMENT: Employment of an individual for forty (40) hours per week.

INCUMBENT: An individual who is currently employed in a position.

INTERNAL RECRUITMENT: The process of advertising for and screening job applicants when the pool of applicants considered to fill the vacant position comes solely from the group of classified employees currently appointed to classified positions within the department.

JOB AUDIT (ANALYSIS): A systematic procedure for gathering information about a position in order to determine the most appropriate job classification or pay grade.

JOB CLASSIFICATION (JOB CLASS): A group of positions sufficiently alike in respect to their duties, responsibilities, and requirements to justify a common title and similar treatment in selection, compensation, and other employment processes.

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JOB DESCRIPTION: A document which summarizes the duties attributed to a job class and the knowledge, skills, and abilities required to perform satisfactorily in any position which is similarly classified.

LAYOFF: A separation of an employee from service with the Health Science Center resulting from a lack of work or funds and not misconduct on the part of the employee.

LEAVE BALANCE: An employee's total vacation, personal, and sick leave accrued minus any vacation or sick leave previously taken.

LONG-TERM DISABILITY INCOME INSURANCE (LTD): Disability insurance which provides a source of income if an employee becomes totally disabled and is unable to work.

NON-CLASSIFIED EMPLOYEE: A staff employee whose position entails significant administrative or professional duties and whose title is not included in the classified pay plan.

NON-EXEMPT EMPLOYEE: An employee who, because of his/her position duties, is not exempt from the overtime provisions of the *Fair Labor Standards Act* and, therefore, must receive overtime pay or compensatory time off for work performed in excess of the forty (40) hour work week.

NON-REGULAR EMPLOYEE: An employee who is appointed for less than four and one-half months (4½) and/or less than twenty (20) hours per week.

OPEN RECRUITMENT: The process of advertising for and screening job applicants when the pool of applicants considered to fill the vacant position consists of all Health Science Center employee applicants and members of the general public

ORIENTATION: An informational session conducted by Human Resources to provide new employees with details regarding employment at the Health Science Center and benefits.

OVERTIME: Time worked by a non-exempt employee in excess of forty (40) hours per week.

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PART-TIME EMPLOYMENT: Employment of an individual for less than forty (40) hours per week.

PAY GRADE: The identification number that represents the single salary spread of compensation values with minimum and maximum compensation rates assigned to job classifications.

PAY PLAN: A document which establishes pay levels for classified job classifications.

PERSONAL ACCIDENT INSURANCE (PAI): A form of group accident insurance that provides benefits in the event of accidental death and certain types of dismemberment.

POSITION: A line item in the departmental budget and personnel complement that represents a group of duties and responsibilities that require the full or part-time employment of one person.

POSITION CHANGE: Any change that affects an attribute of a position such as job title, FTE, organizational unit, percent time appointment, benefit type, or position type.

POSTING: The process of making job vacancies known to interested job applicants.

PREMIUM SHARING: An arrangement whereby money is set aside by the state to help regular salaried and regular hourly employees pay a portion of their health and dental insurance premiums.

PROMOTION: The movement of an employee from one position to another position at a higher pay grade.

RECLASSIFICATION: A change in the official job classification and job code of a position, not necessarily including a change in salary, resulting from a job audit (analysis).

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REGULAR HOURLY EMPLOYEE: Any employee whose earnings are computed on the basis of a wage rate per hour of work and who is appointed for at least twenty (20) hours per week for more than four and one-half (4½) months. Although the number of hours worked per week may vary slightly, the employee is appointed on a percent-time basis determined by the average number of weekly hours worked.

REGULAR SALARIED EMPLOYEE: An employee whose earnings are computed on the basis of an established monthly salary and who is appointed for at least twenty (20) hours per week for more than four and one-half (4½) months. A set schedule is provided by the actual number of weekly hours worked.

REHIRE: The employment of a former Health Science Center employee in an authorized position.

RETIREMENT: The termination of employment of an employee from the Health Science Center (1) who is approved for annuity benefits from the Teacher Retirement System (TRS) or the Optional Retirement Program (ORP); (2) who served and met all requirements under ORP or TRS participation; and, (3) who meets the service and age requirements according to the Texas Insurance Code.

SALARY (WAGES): The compensation paid to an employee.

SALARY RANGES: The documented minimum and maximum dollar amounts to be paid each year for each specific position or classification.

SECURITY SENSITIVE: A term used to refer to positions for which applicants must pass a criminal history background investigation as a condition of employment.

STANDBY EMPLOYEE: An employee who is appointed on an occasional basis when requested and has no set work schedule or specific hours.

STUDENT EMPLOYEE: An employee appointed into a non-classified student title which requires student status as a condition of employment; the employee must be enrolled in a recognized educational institution on a half-time (½) or greater basis during the current or next scheduled semester.

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SUSPENSION: Temporary removal from duty with or without salary, usually for disciplinary reasons.

TAX SHELTERED (OR TAX DEFERRED) ANNUITY: A financial instrument designed to supplement an employee's retirement income.

TEMPORARY ASSOCIATE: An employee who performs services for the Health Science Center for a period not to exceed four (4) months and who (1) will be hired with twelve (12) months of the individual's termination from the Health Science Center if this person was employed at the institution; (2) will perform services that are temporary in nature, not lasting more than four (4) months; and (3) has duties and responsibilities that do not fall within the specifications of the Health Science Center's classified job titles.

TERM LIFE INSURANCE: Life insurance that provides benefits to a designated beneficiary in the event of the death of an employee.

TERMINATION: The separation of an employee from an authorized position or positions at the Health Science Center.

TRANSFER: The movement of an employee from one position to a different position at the same pay grade.

UNEMPLOYMENT COMPENSATION INSURANCE (UCI): Compensation offered by the Texas Employment Commission upon termination of employment for an individual. There are criteria evaluated by the Texas Employment Commission, such as duration of employment and nature of employment and termination, that determine the payment of benefits.

UTFLEX: A program created under Section 125 of the *IRS Tax Code* which allows pre-tax payroll reductions for certain insurance premiums, unreimbursed medical and dental expenses, and dependent care expenses.

VACANCY: A budgeted position in which no employee is currently employed.

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VESTING: The granting of rights to an employee's retirement benefits after participation in a retirement plan for the prescribed period of service participation.

WORKERS' COMPENSATION INSURANCE (WCI): Insurance coverage provided to all employees which is used to pay the cost of reasonable medical treatment and hospital charges resulting from an on-the-job injury.
