

**COMMON CLASSIFICATION DEFINITIONS
(Listed Alphabetically)**

Classification

Classification is the designation of a new position to an appropriate class based upon overall duties, complexity, and responsibility of assigned work.

Employee Classifications

Faculty

Employees who are appointed to faculty positions and perform academic, extension, library, and student affairs duties as determined by the *Faculty Manual*.

Administrative Professional

Employees who perform administrative, managerial, professional, research, public service, extension, or combinations of these responsibilities, and are exempted from coverage of the Title 357, Washington Administrative Code under the provisions of the Civil Service Rules.

Classified

Term used to describe civil service employees and bargaining unit employees.

Civil Service

Employees who are covered under the Washington State Human Resources Civil Service Rules

Bargaining Unit

Employees who are covered by the terms and conditions of Collective Bargaining Agreements.

Student & Hourly (Time-slip)

Student and non-student employees who are employed for a maximum of a specified number of hours in a given period of consecutive months.

Fair Labor Standards Act

The Fair Labor Standards Act (FLSA) sets minimum wage, overtime pay, equal pay, record keeping, and child labor standards for workers who are covered by the act. Administration and enforcement of the FLSA are the responsibility of the Department of Labor (DOL), specifically the Wage and Hour Division of the Employment Standards.

Lead Employee

A lead employee has delegated responsibility for training; assigning, organizing or scheduling work; and reviewing completed work assignments. A lead employee does not make hiring decisions.

Organization Chart

Identifies the department/unit in which the position will be employed and the primary work location. An organizational chart should be attached to the position description.

Overtime

Overtime must be paid to all overtime eligible employees who work in excess of 40 hours in a workweek. Overtime pay must be equal to one and one-half times the employee's regular rate of pay. Regular rate of pay, as defined by the Federal Government, is "all remuneration for employment paid to, or on behalf of, the employee."

Performance Expectations

Specific position expectations are developed from the position description and tied to the critical job elements. A basic job expectation is defined as – a statement of the result an individual employee will achieve when he/she is doing a job satisfactorily. Civil Service staff performance expectations must include unsatisfactory, satisfactory/meets expectations, and outstanding performance.

Personnel Action

Personnel transactions initiated by Personnel Action Forms (PAFs) to authorize and communicate employment status from administrative units to Human Resource Services, Payroll Services, and other central offices for faculty, adjunct faculty, administrative /professional employees, classified staff, and graduate assistants.

Position Action / Position Review Request

A department uses a Position Action / Position Review Request (PRR) to create, abolish or modify a position and/or its assignment of accounts. This form is used to request a position audit by Human Resource Services (HRS).

Position Description

A position description is a statement of the principal duties and functions of the position and the scope of the authority and responsibility related to that position.

Promotional Candidates

Promotional candidates are those applicants who, at the time of application, are a current WSU employee and meet the competencies and requirements of the position for which the individual is applying.

A current WSU employee is defined as any of the following: civil service employee (permanent or probationary), collective bargaining covered employee (permanent or probationary), student, hourly and work study employee, administrative professional employee (temporary or permanent), faculty (temporary or permanent).

Reclassification

Reclassification is the designation of an existing position to a different class as a result of permanent and substantive changes in the duties.

Supervisor

A supervisor has authority to recommend hiring of staff, establish job performance standards, evaluate job performance, and take corrective action if performance is not acceptable. Supervisors are also responsible for training, assigning and scheduling work, and acting upon leave requests.

Trial Service

A permanent employee who transfers, voluntarily demotes or is elevated (immediate change of duties to a higher classification) is required to serve a six-month trial service period, prior to receiving permanent status within a position.