

# Idaho State Board of Education

## GOVERNING POLICIES AND PROCEDURES

### SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

#### Subsection: D. Categories of Employees – General Definitions

August 2011

#### 1. Classified Employee

"Classified employee" means any person appointed to or holding a position at an institution, or agency whose position is subject to the provisions of the merit examination, selection, retention, promotion, and dismissal requirements of the Idaho Division of Human Resources as provided under Chapter 53, Title 67, Idaho Code, or the policies and procedures of the University of Idaho for classified employees.

##### a. Classified Employees -- Idaho Division of Human Resources

Appointments, employment status, personnel actions, and primary employment benefits concerning classified employees of the Board must be administered in accordance with the rules and regulations established by the Idaho Division of Human Resources.

##### b. Classified Employees -- University of Idaho

Classified employees at the University of Idaho are subject to the policies and procedures of the University of Idaho for its classified employees. Such policies and procedures require approval by the Board, and should be, in so much as practical, parallel to the provisions provided for state of Idaho classified employees in Chapter 53, Title 67, Idaho Code.

#### 2. Non-classified Employees

"Non-classified employee" means any person appointed to or holding a non-classified position at an institution or agency pursuant to section 67-5303(j), Idaho Code, and thus is not subject to the provisions of Chapter 53, Title 67, Idaho Code or the policies and procedures of the University of Idaho for its classified employees. The classification of a position or employee as "non-classified" by the Board, or by an institution or agency under the governance of the Board pursuant to the Board's Governing Policies and Procedures, which is not otherwise "teaching staff," constitutes Board designation of such position or employee as an "officer" under section 67-5303(j), Idaho Code.

a. The Board's executive director and the chief executive officers of the institutions and agencies are appointed by the Board and serve at the pleasure of the Board, and may therefore be dismissed at any time, with or without cause, and without notice.

b. As used in these personnel policies, the term "chief executive officer" shall mean the following, with reference to the appropriate entity:

i. Institutions – the president

ii. Office of the State Board of Education – the executive director

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- iii. The Division of Vocational Rehabilitation – the administrator
- iv. The Division of Professional-Technical Education – the administrator
- v. Idaho Educational Public Broadcasting System – general manager

#### c. Faculty Employees

Faculty employees comprise a large and unique subset of the Board's non-classified employees. Thus, faculty employees are addressed specifically throughout these policies and procedures.

##### Institutional Faculty:

- i. "Academic faculty" means all employees who hold the rank of instructor/lecturer or a higher academic rank in an academic department at the University of Idaho, Idaho State University, Boise State University, or Lewis-Clark State College,
- ii. "Professional-Technical faculty" means all employees who hold the rank of instructor or higher in any of the five area professional-technical colleges or Eastern Idaho Technical College and who are hired under the Division of Professional-Technical Education.

References to "institutional faculty" or "faculty" in these policies include both academic and professional-technical faculty. Institutional faculty are generally subject to all of the same policies and procedures unless one group is specifically addressed or exempted.

#### d. Temporary or Special Project Non-classified Employees

- i. This category includes (1) employees who are appointed to positions that are either temporary or for special projects and who generally meet specific position requirements for (a) grants or contracts of specified duration or (b) part-time teaching or other responsibilities, and (2) employees who are appointed to fulfill the responsibilities of continuing positions on an emergency or temporary basis.

#### ii. Student Employees

A student enrolled in an undergraduate, graduate, or professional-technical program at and employed by a state college, university, community college or professional-technical center when such employment is predicated on student status.

- e. Head Coaches and Athletic Directors (Institutions Only) – Serve pursuant to contracts of employment as set forth in these policies and procedures.