

## 2017 Employee Class Descriptions

E1 (was A1)	E2 (was A2)	E2 (was A6)	E3 (was part of A1)	E4 (was A7)	E4 (was A9)
Regular Full-time exempt staff. <b>Paid bimonthly</b> salary over 12 months ( <b>24 pay periods</b> )	Regular Full-time exempt academic year staff. <b>Paid bimonthly</b> salary over 10 months. ( <b>20 pay periods</b> ).	Regular Full-time exempt academic year staff. (20, 21, 22, 23, or 24 weeks <b>-bimonthly deferred over 24</b> pays)	Executive, exempt staff. Paid <b>bimonthly 24</b> times.	Hartt Music/Dance Skills Specialists. Regular Full- time exempt staff <b>paid bimonthly</b> over 10 months. ( <b>20 Pays</b> ) *Only one employee!*	Hartt Music/Dance Skills Specialists. Regular Full-time exempt staff <b>paid bimonthly</b> over 12 months. ( <b>24</b> pays)
F2 (was F1)	F1 (was F2)	F5 (was F3)	F4 (was F4)	N4 (was F5)	F2 (was F6)
Regular Full-time Faculty Academic year (10 months). Paid bimonthly salary August through May. (20 pays)	Regular Full-time, full year faculty. Paid bimonthly salary July through June (24 pays). Issued special 12 month faculty contract.	Adjunct Faculty. Paid biweekly salary August through May. (20 pays) Not Benefit Eligible. <i>*Must meet certain requirement per budget office. (x4345)</i>	Adjunct faculty paid seven times per semester. May be paid lumpsum for special short courses. If one time, can be on other payrolls. Should not be used for students. <i>If a student of the University is processed as F4, the student is NOT eligible for tuition abatement.</i>	Hartt Instructional Faculty. Paid for hours worked, submitted on a roster.	Regular Full-time Academic year faculty. (10 months) Pay is deferred over 24 pays.
P1 (was N3)	U1 (was N3)		F0	N3 (was R1)	G1 (was S1)
Public Safety. Regular Full-time non- exempt staff (40 hours/week). Paid biweekly over 12 months. Required to submit timesheets.	Custodial Operators. Regular Full-time non- exempt staff (40 hours/week). Paid biweekly over 12 months. Required to submit timesheets.		<i>Hartt temporary Hourly Dance Faculty</i>	Regular Part-time non-exempt staff. Paid biweekly, submits timesheets. Must be scheduled at least 40 weeks/year and 20 hours/week. Cannot be a student.	Graduate Assistants. Paid biweekly for a specified number of pays. Start and stop dates determine number of pays. Cannot exceed 20 hours/week. <i>Must be teaching or research duties to be classified as GA.</i>
S1 (was W1)	E6 (was T1)	N6 (was T2)	S2 (was T3)	T4	C1
Work study students. (Federally funded). Paid biweekly, submits timesheets. Must be full- time student. Requires hourly rate, cannot exceed 20 hours/week. Must be approved by Financial Aid.	Temporary exempt staff (non-student.) Paid bimonthly from specified start to end date. May be full or part time. Can be lump sum payment. <i>Must meet CT minimum requirements for exemption (annual salary of \$24,700 or \$475 weekly)</i>	Temporary non-exempt staff (non-student). Paid biweekly, submits timesheets. <b>Cannot</b> exceed 1,000 hours per year.	Temporary student staff. Paid biweekly, submits time sheets. Must be a full-time student, has an hourly rate. Cannot exceed 20 hours/week while in school.	<i>Temporary student staff. One time payment, no hourly rate. Must be full-time student. (Must meet federal and state guidelines). Must be approved by HRD.</i>	Non-employee Contractors