

Employee Class Descriptions

A1	A2	A3	A6	A7	A8
Regular Full-time exempt staff. Paid biweekly salary over 12 months (26 pay periods)	Regular Full-time exempt academic year staff. Paid biweekly salary over 10 months. (20, 21, 22, 23, or 24 pay periods).	Regular Part-time exempt staff. Paid biweekly salary for at least 20 pays. Must be regularly scheduled for at least 20 hours per week and 40 weeks per year. <i>Must meet CT minimum requirements for exemption (Weekly rate must be at least \$475)</i>	Regular Full-time exempt academic year staff. (20, 21, 22, 23, or 24 pay periods- deferred over 26 pays)	Hartt Music/Dance Skills Specialists. Regular Full-time exempt staff paid biweekly over 10 months. (20 Pays)	Hartt Music/Dance Skills Specialists. Regular Full-time exempt staff. Paid biweekly salary, deferred over 26 pays.
A9	G3	N1	N2	N3	N4
Hartt Music/Dance Skills Specialists. Regular Full-time exempt staff paid biweekly over 12 months. (26 pays)	Regular Part-time faculty. Paid biweekly salary August through May. (20 pays) Works a minimum of 1000 hours per year.	Regular Full-time non-exempt staff (35 hours/week). Paid biweekly over 12 months. Required to submit timesheets.	Regular Full-time non-exempt academic year staff (35 hours/week). Paid biweekly over 10 months (20, 21, 22, 23, or 24 pays). Required to submit timesheets.	Regular Full-time non- exempt staff (40 hours/week). Paid biweekly over 12 months. Required to submit timesheets.	Regular Full-time non- exempt staff, Academic Year (40 hours/week). (20, 21, 22, 23 or 24 pays). Required to submit timesheets.
F1	F2	F3	F4	F5	F6
Regular Full-time Faculty Academic year (10 months). Paid biweekly salary August through May. (20 pays)	Regular Full-time, full year faculty. Paid biweekly salary July through June (26 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 lump-sum 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 26 pays.
F7	F8	F9	F0	R1	S1
Sabbatical. Academic Year (20 pay) Faculty.	Sabbatical. Full year or deferred pay (26 pay) Faculty.	Stipend paid Faculty. For secondary or Chair positions. Benefit eligible.	Hartt temporary Hourly Dance Faculty	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>
W1	T1	T2	T3	T4	
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 biweekly 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. Cannot 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.	Temporary student staff. One time payment, no hourly rate. Must be full-time student. (Must meet federal and state guidelines). <i>Must be approved by HRD.</i>	