

R908-1. Purpose: To outline OCHE's policy regarding the reinstatement of permanent staff employees after a break in service.

R908-2. References

- 2.1. Utah Code [§53B-1-106](#) (Appointment of Commissioner's Staff)
- 2.2. Policy and Procedures [R141](#), Duties of the Commissioner of Higher Education

R901-3. Definitions

- 3.1. **"Personnel"**: individuals employed by the State Board of Regents. This includes administrative staff, and other staff members.
 - 3.1.1. **"Full-time Personnel"**: those individuals whose employment status is expected to last four consecutive months or longer, working 75 percent or more of the normal possible annual working hours for that position. This includes individuals working consistently 30 hours or more weekly on a 12 month basis, and those working 75 percent or more for at least four consecutive months in jobs where the normal possible working hours are less than 2088 (full-time annual equivalent).
 - 3.1.2. **"Part-time Personnel"**: those individuals working 74 percent or less of the normal possible annual working hours, those whose employment status is expected to be of short duration (less than four consecutive months), and those whose employment is of an intermittent nature.
- 3.2. **Categories of Personnel**
 - 3.2.1. **Category B. Officers of Administration:** The Commissioner of Higher Education and other officers designated by the Commissioner.
 - 3.2.2. **Category D. Other Administrators:** Administrative personnel not included in Category B but serving in positions involving major administrative responsibilities. Placement in Category D rests upon an individual assessment of each position by the Director of Human Resources, and the approval of the Commissioner.
 - 3.2.3. **Category E. Exempt Staff Members:** All other personnel exempt under the Fair Labor Standards Act (FLSA).
 - 3.2.4. **Category T Non-exempt Professionals:** Personnel non-exempt under FLSA serving in positions involving professional responsibilities. Placement in Category T rests upon an individual assessment of each position by the Director of Human Resources, and the approval of the Commissioner.
 - 3.2.5. **Category F. Non-exempt Staff Members:** All other personnel non-exempt under FLSA.

¹ Adopted July 19, 1983, amended March 18, 2005.

3.3. **At-Will Employees:** Officers of Administration or Other Administrators who report directly to the Commissioner of Higher Education are terminable by OCHE for any reason or for no reason at all.