Stanford University Employees (Main Campus and SLAC)

"Employees" are individuals compensated for work performed via University payroll (or, if outside the US, by payroll services).

**Benefits-Eligible Employees**

**Exempt Employees**

AG §2.2.2.12

"Employees may be exempt from the overtime pay and record keeping requirements when they occupy bona fide professional, managerial, or executive positions."

- Professoriate Faculty
  - FH §92
  - Includes tenure line, non-tenure line, medical center line, senior/center fellows. Rights and privileges vary significantly by group.

- Other Exempt Employees
  - AG §2.2.2.12
  - "Executive officers...and certain professional, administrative, and executive staff."
  - Includes senior staff, clinician educators, recalled emeriti, and many administrative and other staff types.

**Non-Exempt Employees**

- AG §2.2.2.13
- "These are the employees who are not 'exempt' under federal and state overtime regulations. They must receive compensation for overtime work."

- Non-Exempt Hourly Employees
  - AG §2.2.2.9
  - Includes employees in the Blood Center, Guest House, and elsewhere.

- Non-Exempt Salaried Employees (non-Bargaining Unit)
  - Compensation is salaried, i.e., an established amount per month; employees receive additional compensation for overtime work.

- Bargaining Unit Employees
  - HOURLY
  - SEIU/Stanford Collective Bargaining Agreement

**Non-Benefits-Eligible Employees**

Individuals are not eligible for faculty/staff benefits, but may be eligible for other benefits programs, e.g., via their status as students.

- Graduate Assistants
  - AG §2.2.3.5.e
  - AG §10.2.1
  - Includes RAs, TAs, CAs
  - Is a type of Student Employee
  - AG §2.2.2.11

- Contingent Employees
  - Headcounts vary significantly by time of year

- Contingent Salaried Employees
  - AG §2.2.2.10
  - Similar to non-benefits-eligible exempt employees, but <50% FTE and/or <6 months
  - Professoriate Faculty
  - Academic Faculty
  - Other Teaching Staff

- Temporary Employees
  - AG §2.2.3.5.c
  - AG §10.1
  - AG §10.2.1.1
  - Generally include
  - Graduate assistants
  - Is a type of Student Employee
  - AG §2.2.2.11
  - Generally include
  - Students
  - AG §2.2.3.5.c
  - AG §10.1
  - AG §10.2.1.1
  - Is a type of Student Employee
  - AG §2.2.2.11
  - Generally include
  - Students
  - AG §10.1.1.1b
  - AG §10.2.1.8
  - GAP §7.1.1.7

**Consulting**

- Teaching Specialist
  - DAPER only
  - (by Courtesy)
  - Instructor
  - Visiting Artist
  - Proof of the Practice

- Other Teaching Staff
  - FH §9

- Academic Staff
  - AS-T
  - AS-R
  - AS-L

Legend

**HOURLY** Compensation is on a salaried basis unless noted as "hourly."

**ABBREVIATIONS:**
- AS-T: Academic Staff – Teaching
- AS-R: Academic Staff – Research
- AS-L: Academic Staff – Library
- AG: Administrative Guide
- FH: Faculty Handbook
- GAP: Graduate Academic Policies
- RPH: Research Policy Handbook
- SoM/MH: School of Medicine Faculty Handbook

This representation is based on properties of jobs. A single employee may have jobs of different types, so may belong to multiple categories. Note that some academic appointments may be captured in multiple ways in PeopleSoft (benefits-eligible, contingent, or non-employee affiliate).

Stanford University Employee and Affiliate Groupings

IR&D and UHR

Last updated 2/13/2014

For current version, see http://irds.stanford.edu/maps

**Non-Exempt Affiliates**

Affiliates are not compensated via University payroll, though some may serve in similar roles to employees.

Affiliates are tracked in the PeopleSoft Person of Interest module, which includes people who are unpaid but need to be tracked so they can access other Stanford privileges.

**Academic Staff**

- FH §6-8

**Other Teaching Staff**

- FH §9

**Clinician Educators (Affiliated)**

- SoM/MH §3

**Visiting Scholars**

- RPH §10.5

This representation does not include:

- Fellowship recipients. Typically merit-based; receive quarterly/monthly stipends; generally students, postdocs, or program participants (Knights, Stegner, CASBS, etc.).

- Postdoctoral scholars. Primarily categorized as non-degree-seeking graduate students in PS-Student.

- Contractors. Paid through Procurement; not tracked in PS-HR or PS-Person of Interest.

- Retirees. All retirees (including emeriti) are tracked in PS-HR, regardless of recall to active service.

- Stanford Hospital & Clinics employees. Interns, residents, and others.