

Criteria for Exempting Positions from Higher Education Law and Rules

Exemption Number	Exemption Definition
1	Members of the Governing Board
2	Presidents
3	Vice Presidents
4	Confidential Secretaries of Presidents and Vice Presidents
5	<p>Administrative Assistants of Presidents and Vice Presidents</p> <p>The employee normally performs supportive work for his/her superior as an individual contributor without subordinates.</p>
6	Personal Assistant of Presidents and Vice Presidents (housekeeping, gardener, etc.)
7	Deans (faculty)
8	Directors (faculty)
9	Chairmen (faculty)
10	<p>Academic Personnel</p> <p>This category includes Administrators or Coordinators and general faculty.</p>
11	<p>Executive Heads of major administrative or academic divisions</p> <p>Are analogous in the hierarchy to vice presidents, deans and chairman; directors may be executive heads as determined by the board. An executive head is in charge of a separate budget unit and directs subordinates.</p>
12	<p>Research Activities</p> <p>Spend the majority of their time in one ore more of the following activities: identification and definition of research problems, design of approaches or hypotheses and methodology to be used, design of specific phases of research projects, analysis of results, development of conclusion and hypothesis, presentation of research results in a publishable form.</p>
13	<p>Counseling of Students</p> <p>Responsible for directing and/or participating in providing academic, athletic, medical, career, financial aid, student activity and/or personal counseling to students. Such activities include, but are not limited to, providing individual and group guidance services using recognized professional techniques and practices.</p>
14	<p>Extension or Continuing Education Activities</p> <p>Responsible for originating and developing formal education programs for the general public, usually involving close contact with faculty and staff or training or consulting with specific groups n the community to enable them to provide specialized training and/or services to the community.</p>
15	<p>Graphic Arts or Publication Activities requiring prescribed academic preparation or special training</p> <p>This category will be involved in performing selected graphic arts or publication activities requiring prescribed academic preparation or special training. Positions of this type are those which use special visual techniques, require original design and layout and/or can be distinguished from positions associated with the standard editorial functions.</p>
16	<p>Principal Assistants to executive heads of major administrative or academic divisions</p> <p>This category functions as second-in-command in importance levels. The individual may perform many of the functions of his/her superior in the superior's absence, or alternatively may have major administrative or program responsibilities. Reporting relationships will not be below that of the executive head. In some institutions, an executive head may have more than one principal assistant as determined by the board.</p>

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17	<p>Managerial</p> <p>These positions have substantial responsibility for directing or controlling program operations and accountability for allocation of resources and program results. The tasks generally include fiscal management, personnel management and resource allocation management. Generally below the fourth level of the organization/</p>
18	<p>Formulation of Institutional Policy</p> <p>These positions have substantial responsibility for formulating institutional policy.</p>
19	<p>Personnel Administration or Labor Relations</p> <p>These positions have substantial responsibility for carrying out personnel administration or labor relations functions.</p>
20	<p>Legislative Relations</p> <p>These positions have substantial responsibility for legislative relations.</p>
21	<p>Public Information</p> <p>These positions have substantial responsibility for public information to include such things as writing and editing press releases, media guides, writing and producing public information brochures, researching and responding to questions from the press, researching and writing news stories for internal communication tools, gathering background information by research and interviews, coordinating/arranging communication events such as press conferences/workshops/seminars, developing concepts for publication materials, participating in strategic planning, writing speeches and acting as media liaison.</p>
22	<p>Development</p> <p>These positions have substantial responsibility for fund-raising and development activities.</p>
23	<p>Senior Computer Systems and Network Programming</p> <p>These positions have substantial responsibility for senior computer systems and network programming in the following areas: the application of systems analysis techniques and procedures, including consulting with users to determine hardware, software, or system functional specifications; the design, development, documentation, analysis, creation, testing, or modification of computer systems or programs, including prototypes based on and related to user or system design specification; the design, documentation, testing, creation, or modification of computer programs related to machine operating systems.</p>
24	<p>Internal audits and investigations</p> <p>These positions have substantial responsibility for internal audits and investigations to include planning the institution program, reviewing existing audit procedures and developing audit procedures.</p>