### Arizona State University Employment Matrix

#### Employment Strategy

<table>
<thead>
<tr>
<th>Faculty at or w/ Admin appt and Academic Professional with tenure, tenure-track, or continuing appointment</th>
<th>Post Doctoral Scholar/Intern/Instructor/Professor of Practice; Instructional Professional (90% or more); or other Academic Prof. etc. with a 9-month/year or multi-year contract</th>
<th>Faculty Assoc; Faculty Research Associate; Instructional Professional (primary job staff), and Academic Associates as one-year/annual contract (non-benefits eligible)</th>
<th>Undergraduate/Graduate Student with Student Worker V (stipends)</th>
<th>Grad Student with Graduate, Teaching and Research Assistant/Associate or Graduate Intern</th>
<th>Staff - Administrator &amp; University Staff</th>
<th>Grandfathered Classified Staff</th>
<th>Classified Staff Police Position Only</th>
</tr>
</thead>
</table>

#### HOURS

| See Full-time and Part-time Employment below | Cannot exceed 0.40 FTE for all positions. Provost's Office Approval Required for 0.41 - 0.49 FTE | Student with Graduate Positions - 0.50 FTE max during academic year; [https://info.asu.edu/aca-faqs-studentbenefits](https://info.asu.edu/aca-faqs-studentbenefits) | Student worker jobs only - rolling average of 25 hours/week; [https://info.asu.edu/aca-faqs-studentbenefits](https://info.asu.edu/aca-faqs-studentbenefits) | See Full-time and Part-time Employment below |

#### HRS REGULAR/TEMPORARY FIELD

| VARIABLE (formerly Short-Term Temporary) | Not Available | Not Available | Not Available | Not Available | Must Use | Must Use | Must Use | Inconsistent schedule or less than 30-day assignment; ACA Approval Required for 90 or more days | Not Available | Inconsistent schedule or less than 30-day assignment; ACA Approval Required for 90 or more days |
| NT/NC ACD (formerly Long-Term Temporary) | Not Available | Available | Not Available | Not Available | Available | Not Available | Available | Available | Available |

#### SPECIAL JOB GUIDELINES

- **Multiple Job Limitations**
  - Academic Personnel cannot have Student jobs
  - Undergraduate students cannot have Academic Personnel or Staff jobs

- **Faculty Summer/ Winter Positions FSW**
  - Available for Summer Only: Use Variable
  - Available for Summer Only: Use Variable

- **Instructor Summer - Not Pre-Collected Positions ACD**
  - Not Available
  - Available for Summer positions w/o Pre-Collected benefits; Use NT/NC ACD

- **Faculty and academic professionals hired in Summer to the end of the year**
  - Use Regular and Designate ASU for variable; of pay scale

- **Supplemental Pay for Work**
  - Part-time faculty must be paid via additional job; [https://info.asu.edu/aca-faqs-parttimeteaching](https://info.asu.edu/aca-faqs-parttimeteaching)

- **Exempt/Non-Exempt Status**
  - SLA status determined based on weekly pay. If multiple jobs, Federal law prohibits non-exempt employees from having a secondary exempt position.
  - FLSA status determined based on weekly pay. If multiple jobs, exempt job must be primary.

- **HRS FULL/PART FIELD**
  - 100 percent FTE (40 hours per week)
  - Less than 100 percent FTE
  - Works as needed due to an unexpected staffing shortage

- **JOB STATUS**
  - Benefits cannot be terminated retroactively per ACA regs, therefore, timely terminations of employment are required. Departments must pay both employees/employ premium for late employment terminations.
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- **TERMINATION REQUIREMENTS**
  - Benefits cannot be terminated retroactively per ACA regs. Therefore, timely terminations of employment is required. Departments must pay both employees/employees premium for late employment terminations.

- **Leave of Absence**
  - Must have expected return-to-work date on job record. [See ACS 700 Leaves of Absence policies](https://www.asu.edu/aad/manuals/acd/leave-absence.html)