PERSONNEL CLASSIFICATION (STAFF)
BU-PP 220

Policy:
Staff personnel are divided into eight basic work group designations.

Topics:
Group designations

Related policies:
BU-PP 600 — Retirement Benefits

Additional information:
See BU-PP 210 for faculty classifications.

Contact:
Personnel Services & AA/EEO Office (x8539)

Group designations —

1. Executive, Administrative, Management:
Personnel whose positions involve primary and major responsibilities for decision making and/or management of the university. These persons exercise discretion and independent judgment and usually direct the work of others. Personnel with major responsibilities include: the president, vice presidents, general counsel, athletic director, deans and department heads.

2. Professional:
Personnel whose positions normally require either a college degree or comparable experience and entail high-level and diverse responsibilities.

3. Office/Clerical:
Personnel whose positions require clerical or secretarial duties; including personnel responsible for internal and external communications, recording and retrieval of data or information, and other clerical work.

4. Paraprofessional/Technical:
Personnel whose positions require a combination of basic scientific knowledge and manual skill that can be obtained with a high school diploma plus additional technical education of the type offered in many technical institutes and junior colleges, or through equivalent on-the-job training.

5. Skilled Crafts:
Personnel whose positions require specialized knowledge and skills acquired through on-the-job training, apprenticeship, or formal training/schooling.

6. Service/Maintenance:
Personnel whose positions contribute to the safety and maintenance of campus life.

7. Temporary:
Personnel who are employed in accordance with BU-PP 834 - Temporary Staff Employment.

8. Retired Staff:
Personnel classified in accordance with BU-PP 600 - Retirement Policy.

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