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|  | **Adjunct Faculty Non-Teaching (AJ002, Position #J00002) Position Description** |

This form is used to establish a non-teaching adjunct position for employees who have responsibilities that are comparable to exempt University and Academic Professional positions. The position must meet both the “**job basis exemption test**” and the “**salary basis exemption test**”**\*** under the Fair Labor Standards Act (FLSA)**\*** **\*A non-teaching adjunct faculty member must be paid at least $684\* per week, unless the employee’s primary work is practicing law or medicine. For more information about FLSA, refer to VCU’s Overtime Guidelines or contact your** [**HR Professional**](https://insidehr.vcu.edu/contact-hr/hr-contacts-for-schools-and-units/)**.** The form must be approved by the department head and dean/unit head prior to the issuance of a J00002 adjunct faculty contract. A copy of the approved position description must accompany a copy of the contract.

**IMPORTANT NOTE:** In order to comply with IRS guidelines, the Commonwealth of Virginia’s Manpower Control Program, and VCU guidelines, non-teaching adjunct faculty are permitted to work no more than twenty-nine (29) hours per week on average and no more than 1480 hours (no more than 70.63 FTE) during the 12-month *Standard Measurement Period* of May 1st to April 30th. Under the Fair Labor Standards Act (FLSA), adjunct faculty are not permitted to accept additional employment in another part-time, non-benefited position at VCU unless authorized to do so. If, at any time during the *Standard Measurement Period,* it is determined that the projected hours might exceed this hourly limit, the faculty member’s hours must be reduced and/or their adjunct position may be subject to earlier termination.

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| **1. CHIEF PURPOSE OF POSITION** |
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| **2. BRIEF DESCRIPTION OF POSITION** |
|        |
| **3. EXAMPLES OF THE KINDS OF PROFESSIONAL JUDGMENT THE EMPLOYEE MUST EXERCISE** |
|        |
| **4. QUALIFICATIONS** (LICENSES, REGISTRATIONS, CERTIFICATIONS, EDUCATION, EXPERIENCE) |
|        |
| **5. IDENTIFYING INFORMATION** |
| **FACULTY NAME (LAST, FIRST, MIDDLE INITIAL)** | **V-ID #** [Contact employee’s PA for V-ID #] | **FACULTY RANK** |
|       |       |       |
| **DEPARTMENT/DIVISION** | **DEPARTMENT CONTACT NAME** | **CONTACT PH #** | **CONTACT EMAIL** |
|       |       |       |      @vcu.edu |
| **HIRING SCHOOL** | **HIRING DEPT./UNIT** |  **HIRING DEPT. PH. #** |  **HIRING DEPT. ORG #** | **HIRING DEPT. TIMESHEET ORG #** |
|       |       |       |      |       |
| **PROPOSED SALARY****(Salary must complies with** **FLSA requirements)** | **TOTAL COMPENSATION** | **ASSIGNMENT** **BEGIN DATE** | **ASSIGNMENT** **END DATE**  | **PAY PERIOD** **BEGIN DATE** | **PAY PERIOD** **END DATE** | **ECLASS** |
| **$**      | **$**      |       |       |       |       |  AJ – Adjunct Faculty |
| **POSITION CLASS** | **POSITION #** | **JOB SUFFIX** | **# PAYS** | **# MONTHS** | **PAY RATE** |
| AJ002- Adjunct Faculty Non-Teaching | #J00002 |       |    |       | $      |
| **FTE%** *(total hours per week) -* **\*use** [**Adjunct Calculator**](http://app.hr.vcu.edu/adjunct/) **to fill this entire row** | **HOURS PER DAY\*** | **HOURS PER PAY\*** | **TOTAL HOURS\*** |
|       |       |       |       |
| **INDEX** | **ACCOUNT** | **PERCENT** | **INDEX** | **ACCOUNT** | **PERCENT** | **INDEX** | **ACCOUNT** | **PERCENT** |
|       |       |      **%** |       |       |      **%** |       |       |      **%** |
| **INDEX** | **ACCOUNT** | **PERCENT** | **INDEX** | **ACCOUNT** | **PERCENT** | **INDEX** | **ACCOUNT** | **PERCENT** |
|       |       |      **%** |       |       |      **%** |       |       |      **%** |
| **6. DEPARTMENT AND DEAN APPROVAL** |
| **FLSA JOB DUTIES EXEMPTION TEST**  | **FLSA SALARY BASIS EXEMPTION TEST** |
| [ ]  EXECUTIVE | [ ]  PROFESSIONAL | [ ]  COMBINATION (CHECK  TESTS USED) | [ ]  Employee makes *at least* $684 per week (May not be prorated based on work hours)[ ]  Employee’s primary duty is practicing law or practicing medicine |
| [ ]  ADMINISTRATIVE | [ ]  COMPUTER |  |  |
| **FLSA STATUS** (as determined by department Human Resources) | **HUMAN RESOURCES *PRINTED NAME & SIGNATURE*** | **DATE** |
| [ ]  **NON-EXEMPT** - Department ***must*** re-submit request as hourly worker. [ ]  **EXEMPT** - Department ***must*** attach copy of this form, copy of contract and new hire paperwork, if applicable, to this form *prior to submission to HR*.  |  |       |
| **Department Head *PRINTED NAME & signature*** | **Date** | **Dean *PRINTED NAME & signature*** | **Date** |
|  |       |  |       |
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