



Definitions of University Position Types

Regular Status Employment

Regular Status Employment – A Regular Status Position is a position in the University System of Maryland (USM) that is established as a line item and appears in the personnel detail of an institution’s budget. Employee’s appointed in regular positions are offered a full USM benefits package including but not limited to: paid leave, tuition remission retirement, health coverage, life insurance, and prescription drug coverage. Regular employees serve a mandatory probationary period. Employees in regular positions must meet the minimum qualifications of that position.

Regular Exempt Employee – All regular exempt employees are appointed into positions classified as professional, managerial or executive under the FSLA. Regular exempt employees serve at pleasure of the president, are assigned a reasonable work schedule, and are not eligible for cash overtime. Regular exempt employees serve a one (1) year probationary period.

Regular Non-Exempt Employee – All regular non-exempt employees are appointed into classified as service, technical, clerical and paraprofessionals under the FSLA. Regular non-exempt employees and are subject to cash overtime if required to work beyond a forty (40) hour workweek. Regular non-exempt employees serve a six (6) month probationary period and receive a salary adjustment upon successful completion of probation.

Contingent Status Employment

Contingent Status Employment – Contingent Status Employment is a non-regular status of employment for nonexempt or exempt positions in the University System of Maryland. A Contingent Status Employee is defined as a person who: (1) pursuant to a written agreement, provides personal services to an institution for pay; (2) is not employed as a Regular Status employee in a budgeted position; (3) *whose terms and conditions of employment are governed by the Category I or II Contingent Employment for Nonexempt Employees policy and a written contract and not by the USM policies generally applying to Regular Status Nonexempt and Exempt staff*; and (4) has an employer-employee relationship with the institution in which the institution furnishes necessary supplies and equipment and a place to work; has the right to control and direct the details, means and

results of the performance of the services; and has the right to discharge the person from employment. Employees in contingent status positions must meet the minimum qualifications of that position.

Contingent I (Exempt and Nonexempt) – Category I Contingent Employee is any contingent employee whose written employment agreement is for a term of six (6) months or less regardless of the percentage of time worked and regardless of whether the work schedule is seasonal or intermittent in nature. Contracts are renewable up to one (1) year if employees are working twenty (20) or more hours. If working nineteen (19) or less hours, contracts are renewable indefinitely. Category I Contingent employees are not eligible to receive fringe benefits.

Contingent II (Exempt and NonExempt) – Category II Contingent Employee is defined as any Contingent Status employee whose written employment agreement (contract) is for more than six (6) months, but no more than twelve (12) consecutive months; and is on a full-time basis or on a part-time basis of fifty percent (50%) or more of full-time employment; and is not seasonal or intermittent in nature. Contracts are renewable up to three (3) years. Contingent II employees receive a limited benefits package.

Coppin State University Staff Handbook, p. 15 -16

❖ [Coppin State University Staff Handbook](#)