

Colleges and universities often engage in a wide range of activities beyond classroom instruction, which can create classification challenges. This guide is designed to help identify and classify those operations by providing an overview of typical functions, related exposures, and classification considerations to promote accurate and uniform application.

## Instructional and academic operations

Class 8868 applies to clerical and professional employees of colleges or schools. This code includes administrators, clerical employees, guidance counselors, nurses, professors, social workers, teachers, therapists, athletic coaches, nurses aides, teachers aides, bookstore professionals, and childcare services provided by a traditional school. This code includes those who assist college or school professional employees and perform duties similar to those of college or school professional employees. These employees may, or may not, have academic credentials or may be unlicensed.

## Facilities and grounds operations

Class 9101 applies to all employees other than clerical and professional employees. These employees may perform duties such as the care, custody, or maintenance of buildings, grounds, or equipment, including security operations.

## Professional school drivers

Class 7380 applies to the operation of school buses by professional drivers, their helpers, and bus aides. This class does not apply to teachers or coaches who drive students or equipment to a school activity; teachers and coaches remain in class 8868.

## Cafeteria and kitchen staff

Class 9349 applies to school cafeteria and kitchen employees. Examples of job duties include bakers, bussers, butchers, cooks, counter persons, dishwashers, nutritionists, servers, and waitstaff.

## Common pay types

### Base pay - Include

Salary, hourly, daily payroll, etc.

### Vacation pay - Exclude

Exclude when paid. Holiday, sick, and paid time off (PTO), personal days are included.

### Severance pay - Exclude

Exclude unless it is for time worked.

### Overtime pay - Exclude

Exclude the portion of the traditional overtime rate that is in excess of the straight-time rate. Overtime includes hours worked in any day or week in excess of the number of hours normally worked. Premium pay for working holidays and shift differential pay are included.

### Pretax contributions to group benefit plans - Include

Employee pretax contributions to group benefit plans or cafeteria plans. Also called "salary reduction plans" where pretax dollars are deducted from workers' gross payroll for payment towards these benefits: retirement savings, health insurance, life insurance, FSAs, HSAs.

### Assumed wages (typically volunteers, when coverage is elected) - Include

Include hourly assumed wages established by the National Council on Compensation Insurance in the job classification that best describes the type of work the volunteer performs.

## Other coverage:

Auxiliary operations or separate commercial enterprises

Other States Coverage (out of state employments)

Volunteer coverage

Work experience or student employment

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