

# **JOB GROUPINGS EXEMPT FROM STEPS EMPLOYMENT**



Please list the applicable **number code** in the **ZPAR or Workflow comments**



**Note:** All **minors** must be hired through STEPS regardless of if they meet an exemption code. However, for current UK students, you may use a departmental Student Non-Work Study position number instead of utilizing STEPS.

---

**1. Agriculture Outside of Lexington**

Applies to Agriculture Extension Offices outside Lexington/  
Nicholasville/Versailles/Georgetown/Winchester/Paris/Frankfort areas.

**2. Robinson Trust**

Applies to Robinson's Scholar program.

**3. Medical Center Programs/Outside Lexington**

Applies to programs that operate outside the Lexington/Nicholasville/Versailles  
Georgetown/Paris/Winchester/Frankfort areas. Examples are the Center for Rural Health, the Nurse  
Practitioner Program, and the Allied Health Physician Assistant Program.

**4. Athletic Camps, Game Attendants, and Temporary Coaches**

Applies to UK Athletics Association ONLY.

**5. Operations and News Personnel**

Applies to announcers, producers, editors, anchors, and reporters associated with WUKY.

**6. Students Employed on Student Wage Lines or for Minority Outreach Programs**

Applies to all student positions on 5113XXX G/L series, the Science Outreach Program, and the  
Summer Minority Outreach Program.

**7. Summer Stipends**

Applies to programs offered to recruit students (undergraduate or high school) to participate in  
undergraduate research programs. These students receive a stipend for their work.

**8. Post Docs/Research Associates**

Applies to all postdoctoral Scholars, Fellows, and temporary Research Associates included under the  
512XXX sub code series.

**9. Faculty**

Applies to all faculties employed in the 511XXX sub code series.

**10. Physicians in Student Health**

Applies to Student Health physicians who are not employed as faculty, but as temporary professional  
staff. Therefore, physicians hired in Student Health for temporary needs are exempt from Temporary  
Employment.

**11. Temporary Faculty**

Applies to future faculty employees as temporary professionals whose appointments are pending Board  
of Trustees approval.

**12. Instructors**

Applies to individuals hired as temporary professionals to instruct as subject matter experts, guest  
lecturers, clinical specialists, and/or course coordinators. Included are individuals hired to teach various  
continuing medical education courses such as CPR, EMT training, and Advanced Trauma Life Support.

**13. House Staff**

Applies to all residents employed at the Medical Center.

**14. Teaching Assistants and Graduate Assistants**

Applies to individuals hired in the 513XXX sub code series.

**15. Social Workers, Psychologists, Psychometrics**

Applies to the program in the Department of Psychiatry, which employs temporary clinical social workers and psychometrics to evaluate and counsel patients who are on managed contracts that will not pay for a psychiatric evaluation.

**16. Contractual Workers**

Applies to individuals with any type of contractual agreement with the University.

**17. Positions Funded by Grants Issued Prior to July 1, 1997 and Not Renewed on an Annual Basis**

Contact Temporary Employment for more information.

**18. High School Coop Students**

Applies to high school students who are performing work to fulfill course credit requirements at local high schools.

**19. Voluntary Employees**

Applies to any person who volunteers his/her time to the University of Kentucky without compensation.

**20. Hospital On-Call Staff**

Applies to any hospital employee, who works only on an on-call basis.

**21. Standardized Learning/Problem-Based Learning Patients**

Applies to programs in the Medical Center, which employ temporary personnel to act as patients in various clinics for medical center students to practice their examination and diagnosis skills.

**22. Visiting Scientists**

Applies ONLY to the Center for Applied Energy Research (CAER).

**23. Tutors**

Most should be UK students paid student wages under sub code series 513XXX.

**24. Interpreters Employed by Disability Resource Center**

Applies to interpreters due to be paid the set amount established by the State of Kentucky.

**25. Professional Technical/Scientific Positions Funded by Grants**

Applies to any technical/scientific position funded by a grant requiring a degreed professional such as a Research Assistant or Research Associate.