EMPLOYMENT DEFINITIONS

The College has established employment classifications in accordance with applicable federal and state regulations, in addition to defining roles and responsibilities of employees. All College positions must be authorized by the President and supported by budgets approved by the Board of Trustees and/or from external grants or funding. No position may be posted or filled without an approved budget and/or appropriate authorization.

I. FLSA Exemption Status

Each position at the College is designated as either non-exempt or exempt from the provisions of federal and state wage and hour laws. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the U.S. Department of Labor's Regulations.

A. Non-exempt Positions

These positions are subject to the minimum wage and overtime pay provisions of the Fair Labor Standards Act. Non-exempt positions typically include associate support staff. Non-exempt employees may receive either overtime pay or compensatory time at a rate of one and one-half (1.5) times their regular rate of pay for all hours worked over forty (40) hours in a week (Sunday through Saturday), in accordance with applicable wage and hour laws. Employees who are non-exempt are paid at their regular rate of pay for any hours worked greater than thirty-five (35) and up to forty (40) hours in a week (Sunday through Saturday).

B. Exempt Positions

An exempt employee is one who is exempt from the provisions of the Fair Labor Standards Act. These usually include executive, administrative, professional support staff/technical, faculty, part-time faculty, continuing education and workforce development instructors, coaches and others whose job duties and responsibilities allow them to be exempt from the overtime provisions defined by the FLSA, and any applicable state laws.

Employees should direct any questions regarding their employment classification or exemption status to the Human Resources Office.

II. Employment of Minors

Depending on local and/or state laws, minors (persons under 18 years of age) may be subject to occupational and working hour restrictions. The Human Resources Office ensures compliance with these laws, such as obtaining work permits and working with supervisors on hour restrictions.

III. Work Load Categories

A. **Full-time Employee:** An employee who typically works 35 or more hours per week on an ongoing basis.

B. Part-time employee: An employee who works less than 35 hours per week on an ongoing basis.

C. Regular employee: An employee who is hired to work on a normal basis for an indefinite period of time. Regular full-time employees are eligible for College benefits. Regular part-time employees are eligible for limited College benefits.

D. Temporary employee: An employee who is hired for a specific period or for the completion of a specific project. The job assignment, work schedule and duration of the position will be determined on an individual basis. Examples of temporary positions include, but are not limited to, summer employees, seasonal employees, some grant-funded positions, student workers, and positions that are hired on a semester-by-semester basis. The duties of a temporary employee do not result in an ongoing, regular position at the College.

IV. Employee Groups

A. Associate Support Staff: Employees who serve in positions that support the management and operation of the College. Associate support staff are at-will employees, subject to probation under Policy 03.03.002, "Probationary Employment."

B. Continuing Education and Workforce Development Instructors (Instructors): Part-time instructors who design and deliver instruction and teach curriculum that leads toward approved outcomes. Instructors are at-will employees and shall receive assignments made by the Continuing Education and Workforce Development Directors to meet specific contact hours of instruction.

C. Part-time Faculty: Part-time faculty who design and deliver credit instruction and facilitate student learning in keeping with the curriculum. Part-time faculty serve under a term of contract for a period of one semester of four (4) to five (5) months. Part-time faculty shall be assigned by the division/program chair no more than eleven (11) credits in one semester and no more than twenty-five (25) credits in one year, beginning August 1 of each year. Special exceptions are permitted with the permission of the Senior Vice President of Instructional and Student Affairs.

D. Full-time Faculty: Full-time Faculty design and deliver credit instruction and facilitate student learning in keeping with the curriculum. Full-time faculty teach thirty (30) or more credits per academic year, which may include other assigned duties that are equivalent to a full-time schedule. There are two classes of Full-time Faculty:

1. **Probationary Full-Time Faculty (non-tenured):** Pursuant to Policy 03.03.003, "Probationary Status," full-time faculty are employed on a probationary basis until they receive tenure. Probationary Full-Time Faculty are employed on a contractual basis with a term of either ten (10) or twelve (12) months.

2. **Tenured Full-Time Faculty:** Tenured Full-Time Faculty serve under continuous employment.

E. Professional and Administrative Support Staff: Employees who serve in positions that require specialized training and high-level decision making. They also may supervise staff, manage operations, and make decisions consistent with the College mission. Professional and Administrative Support Staff serve under employed on a contractual basis with a term of one year and are subject to probation under Policy 03.03.002, "Probationary Employment."

F. Part-time Variable Hourly Staff: Employees who serve in these positions receive assignments that vary in hours or shifts based on the demand for: special security events; theatre and gallery assistants; peer tutors; learning specialists; supplemental advisors; lifeguards; EMT's; fitness center staff; gamekeepers; scorekeepers; open gym assistants. Part-time variable employees receive individual assignments for at-will employment and hours may not exceed 25 hours per week during any assignment.

G. Student worker: A part-time, temporary employee whose duties are primarily office, labor, or service in nature and who usually is not required to bring experience or higher-level expertise to the job. Student workers are at-will employees and include both federal work-study students and those not eligible for federal work-study.

H. Coaches: Coaches are at-will employees hired on a specific assignment for a specific College athletic program. Coaches are issued an annual letter of assignment.

V. Non-employee Types

Volunteers, interns, independent contractors, workers provided by temporary help agencies, and workers provided by government back-to-work programs are not College employees. A non-employee must adhere to all applicable College policies and procedures.