

**Approved By:** President

**Date Approved:** not available

**Effective Date:** not available

1. **Summary:** This policy defines various classifications of employment at the College.
2. **Rationale:** This policy is necessary to determine which employees are covered by certain policies and eligible for certain benefits.
3. **Entities Affected:** employees
4. **Definitions:** not applicable
5. **Policy:**

**Full-time regular employee:** Full-time regular employees are those who normally work at least thirty-two (32) hours per week for an indefinite period of time.

**Part-time regular employee:** Part-time regular employees are those who normally work less than twenty-nine (29) hours per week for an indefinite period of time.

**Temporary employee:** Temporary employees are those whose services are required for less than twelve (12) months, either part time or full time.

**Faculty:** Faculty are those employed to provide instruction or appropriate instructional services, and whose employment is governed by an annual employment contract and *Faculty Handbook*. This manual is not intended to define faculty policies, except as directly referenced by a faculty employment contract or the *Faculty Handbook*.

**Student worker:** Student workers are those whose employment is contingent on their enrollment at the College. Student workers are classified as temporary employees with the expectation that their employment will not extend beyond the academic year. Employment can be extended to the calendar year at the discretion of the area Vice President. Neither part-time or full-time status, nor the length of employment, will alter employee classification.

**Exempt employee:** Exempt employees have duties and responsibilities which meet the requirements established for exemption under the Fair Labor Standards Act, as amended, along with the regulations issued in connection with the Act. Exempt employees generally have duties of an executive, administrative, or professional nature. Exempt employees are not eligible for overtime pay. Wages will be based on an annualized salary.

**Non-exempt employee:** All other employees are classified as non-exempt and are eligible for authorized overtime compensation for all time worked in excess of forty (40) hours per workweek (See Overtime Policy). Non-exempt employees' wages will be based on an hourly rate.

**6. Procedure:**

- a. Implementation:** not applicable
- b. Responsibility for Compliance:** Chief Financial Officer
- c. Notification:** This policy will be posted on the College's website and published in its entirety or in summary in the College's *Employee Handbook*.
- d. Policy Review:** This policy will be reviewed regularly according to the College's policy review procedure.

For the Office of the President only:

Policy version: 1.0	Policy number: 2.046
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Related policies:
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Policy History

Version 1.0	Not Available
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