

I. EMPLOYMENT CLASSIFICATIONS

- A. Full-time Employee – any individual who occupies a College designated full-time position working forty (40) hours per week. All full-time positions are classified as either full-time curriculum or full-time non-curriculum and exempt or non-exempt.
- B. Part-Time Employee with Benefits – any individual who is employed for thirty to thirty-nine (30 – 39) hours per week. All part-time employees with benefits positions are classified as either part-time curriculum or part-time non-curriculum.
- C. Part-time Employee – any individual who is employed less than 30 hours per week. All part-time positions are classified as either part-time curriculum or part-time non-curriculum.
- D. Full-time, Temporary Employee – any individual who is employed in a full-time position (i.e., 40 hours or more per week) but the job is temporary (i.e., less than one (1) year except in extraordinary situations). All full-time, temporary employees are classified as exempt or non-exempt. For purposes of the Affordable Care Act, any full-time, temporary employee who is anticipated at the date of hire to work in excess of three (3) months during the academic year is considered a full-time employee for purposes of an offer of health insurance.
- E. Part-time, Temporary Employee – any individual who is employed in a part-time position (i.e., less than 30 hours per week) but the job is temporary (i.e., less than one (1) year except in extraordinary situations).

II. WORKLOADS

The President is hereby authorized to develop administrative procedures to establish workloads consistent with this Policy.

Adopted: 7/01/2018
Reviewed 1/30/2023