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I. EMPLOYMENT CLASSIFICATIONS

A. Work-Time Classification

Full-Time - Employees whose scope of employment includes the expectation of averaging forty (40) hours per week.

Reduced Hours Full-Time - Employees whose scope of employment includes the expectation of averaging between thirty (30) and thirty-nine (39) hours per week. Reduced hours full-time employees are entitled to the full scope of benefits afforded to similarly situated full-time employees, though some may be given on a pro-rata basis.

Part-Time - Employees whose scope of employment includes the expectation of averaging between twenty (20) and twenty-nine (29) hours per week. Part-time employees may be entitled to a limited range of benefits.

Less than Part-Time - Employees whose scope of employment includes the expectation of averaging less than twenty (20) hours per week. Less than part-time employees are not entitled to benefits.

B. Work-Status Designation

Permanent - A position that is specifically budgeted for with its own line item.

Temporary - A position paid for from a general allocation source.

Time-Limited - A position for a specific, fixed duration to fulfill the requirements of a particular project or role. This employment is often directly tied to the lifespan of a grant or specific funding source, meaning that the position is temporary and contingent upon the availability and continuation of these funds. Time-limited employees are entitled to the full scope of benefits afforded to similarly situated permanent employees.

C. Work-Type Classification

Instructional - An employee whose primary scope of employment is instructional in nature.

Staff - An employee whose primary scope of employment is not instructional in nature.

D. Funding Classification

State-Funded - An employee that is supported by allocations from the state government.

Institutional-Funded - An employee that is supported by funding sources that are neither state nor county. Institutional funds include, but are not limited to, grant dollars and vending/bookstore revenues.

County-Funded - An employee that is supported by allocations from the local county governments.

Split-Funded - An employee whose salary and benefits are supported by multiple funding sources. These sources can include different grants, departmental budgets, or external funds.

E. FLSA Classification

Exempt - An employee who qualifies for an exemption under the Fair Labor Standards Act based on applicable job duty and salary basis tests. Exempt employees are not entitled to wage and overtime protections under the Act.

Non-Exempt - An employee who does not qualify for one of the exemptions under the Fair Labor Standards Act. Non-exempt employees are entitled to wage and overtime protections under the Act.

F. Other Definitions

G.

Executive Leader - An employee who reports directly to the President.

Supervisor - An employee who has one or more other employees who report directly to him or her.

Probationary Employee - An employee who has been in their current position for less than one (1) year; notwithstanding that promotion to a new position without going through a formal selection process shall not serve to restart the probationary period.

II. WORKLOADS & WORKING HOURS

Workloads for instructional personnel shall be determined in accordance with procedures developed by the Chief Academic Officer and approved by the President. Working hours for staff personnel shall be determined in accordance with procedures developed by the Human Resources and approved by the President.

REFERENCES

Statutory References	29 U.S.C. Chapter 8 (The Fair Labor Standards Act of 1938)
Regulatory References	29 CFR Part 541
Relevant Guidance	None
Policy Manual Cross-References	Referenced by: ● Policy 3.2.1 - Benefits

POLICY HISTORY

January 1, 2025	Adopted.