



## Personnel Policies and Procedures

Employee Definitions Policy

Effective Date: July 1, 2009

Board Approval: June 9, 2009

Revised Date: June 5, 2018

### 1. Purpose

1.1 To define and clarify certain terms used in personnel policies and procedures necessary for the understanding of those policies and procedures.

### 2. Definitions

- 2.1. **Exempt Employee.** Exempt employees are employees who, because of their positional duties and responsibilities and level of decision-making authority, are exempt from the overtime provisions of the Fair Labor Standards Act 29 U.S.C. Section 201 et seq. (the FLSA).
- 2.2. **Non-exempt Employees.** Non-exempt employee refers to a category of employees entitled to overtime pay and minimum wage as described in the FLSA.
- 2.3. **Full-Time Employee.** Full-time employees are those whose employment normally requires an average of at least 40 hours a week.
  - 2.3.1. **Faculty.** Faculty personnel are exempt employees whose primary assignment is that of instruction. Faculty members are not considered to have tenure or academic rank of any kind.
  - 2.3.2. **Classified.** Classified personnel are non-exempt employees whose positions require paraprofessional, clerical, skilled crafts or service training and capabilities as determined by the provisions of the FLSA.
  - 2.3.3. **Professional/Administrative.** Professional/Administrative personnel are exempt employees whose primary function is administrative in nature and normally require at least a four-year college degree and/or equivalent experience with specialized training as determined by the FLSA.
  - 2.3.4. **Executive.** Executive positions are exempt positions and include the President, and the Vice Presidents. FLSA.
- 2.4. **Part-time Positions.** Part-time positions are paid on an hourly or project basis. These positions do not qualify for benefits. These positions are subject to the overtime provisions of the .the FLSA.
  - 2.4.1. **Part-time Faculty.** Part-time Faculty are exempt employees and are individuals having professional or specialized training and employed on a part-time basis to provide instruction or instructional related services.
  - 2.4.2. **Part-time Classified.** Part-time Classified employees are only authorized to work schedules of less than 30 hours per week.
  - 2.4.3. **Adjunct Faculty.** Adjunct faculty are individuals having professional or specialized training and employed on a temporary or part-time basis to provide instruction or instructional related services. Adjunct faculty are employed for a specific period of time.
  - 2.4.4. **Substitute Faculty.** Substitute faculty is a person who teaches or facilitates a program when the regular faculty is unavailable; e.g., because of illness, personal leave, or other reasons. Substitute faculty are trained to keep the student learning progressing and the environment safe but does not necessarily have the same level of expertise as a full-time or part-time faculty would.