

# Employee Classifications and Workloads

## I. Employment Classifications

1. Full-time Employee – any individual who occupies a College designated full-time position working 37.5 hours per week. All full-time positions are classified as either faculty or staff and exempt or non-exempt.
2. Part-time Employee – any individual who is employed less than 30 hours per week. All part-time positions are classified as either part-time faculty or part-time staff .
3. Full-time, Temporary Employee – any individual who is employed in a full-time position (i.e., 37.5 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.
4. Part-time, Temporary Employee – any individual who is employed in a part-time position 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.

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