

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.

Policy Number: 03.01.03

Adopted: December 12, 2023

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