Procedure 5.4601

Employee Classifications Procedure

Regular Full-Time

A position established in the budget as a regular, recurring position. Employment must be on an annual contract for nine or more months per year and considered full-time weekly employment. Employees in this position will receive leave, state service credit and other benefits offered by the College.

Regular Part-Time (Permanent Part-Time)

A position established in the budget as a regular, recurring position. Employment must be on an annual contract for nine or more months per year and at least 20 hours per week, but less than full-time employment. The employee also is expected to consistently work 20 or more hours per week. Employees in this position will be eligible to participate in some of the benefit programs offered by the College.

Temporary Full-Time

A position not established in the budget as a position. Employment must be on an annual contract for a period of nine or more months per year and considered full-time weekly employment, but only for a special assignment or project not expected to recur on a continuous basis. Employees in this position will not receive state service credits or other College benefits with the exception of annual and sick leave.

Temporary Part-Time and Hourly

A position not established in the budget as a position. Employment contract is for less than nine months per year and/or less than full-time weekly employment. Employees in this position will not receive College benefits.

Faculty

Curriculum employees who perform professional activities in guiding and directing the learning experiences of students in an instructional situation.

Professional Staff

Professional staff members usually have supervisory duties and report to either a senior administrator or higher-level staff person. The minimum education attainment level is at least the Associates Degree.

Technical/Paraprofessional Staff

The job duties of technical/paraprofessional staff require specialized knowledge and skills. Technical/paraprofessional staff normally report to a professional staff member.

Clerical Staff

Clerical staff members provide an infrastructure for the daily office operations of the College. Individuals in this category are generally clerical in nature with an emphasis on correspondence, information storage and retrieval, records management, data entry and word processing.

Maintenance/Custodial Staff

Maintenance/custodial staff maintain the appearance,functionality, and safety of the campus facilities and grounds.

References

Legal References: *1C SBCCC 200.94*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Employee Classification Policy

History

Senior Staff Review/Approval Dates: *3/21/16*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*