



Wage Code and Work Hours Payment Guide for Extra Duty or Contracted Work

ECC Wage Code Guide				ECC Benefit/Overtime/Retirement Guide					
Employment Status	Credit Course (Instruction/Skills Checkout Related Duties)	Non-Credit Course/Training	Non Course Related (performances, extra curricular duties, special projects etc.)	Work Hour Limit Per Week	Overtime Eligibility - overtime required for non-exempt employees if actual hours worked exceed 40 hours per week	PSRS * Eligibility - Membership required if working 17 or more hours per week	PEERS * Eligibility - Membership required if working 20 or more hours per week	Medical Insurance Benefit Eligibility (ACA Guidelines) - Benefit required if working 30 or more hours per week	Payroll
Full-Time Employee - Faculty (Exempt)	5130 or 5135 Assignment Sheet	5136 MOU	5136 ECC Requisition (non-purchase order) or MOU or Assignment Sheet	No	No	Yes	No	Yes	Semester Schedule or Term of Duties - Biweekly
Full-Time Employee - Professional Staff (Exempt/non-exempt)	5140 Assignment Sheet	5136 MOU	5136 MOU & Time Sheet or ECC Requisition depending on the time span, must specify hours	No - Exempt / Yes - Non-exempt	No - Exempt / Yes - Non-exempt	Exempt - Yes	Non-exempt - Yes	Yes	Semester Schedule or Term of Duties - Biweekly
Full-Time Employee - Support Staff (non-exempt)	5140 Assignment Sheet	5136 MOU & Time Sheet	5136 MOU & Time Sheet or ECC Requisition depending on the time span, must specify hours	Yes - 40 hours per week or eligible for overtime or schedule adjustment	Yes	No	Yes	Yes	Semester Schedule or Term of Duties - Biweekly
Adjunct Instructor (non-exempt)	5140 Assignment Sheet	5136 MOU & Time Sheet	5136 MOU & Time Sheet or ECC Requisition depending on the time span, must specify hours	Yes - 19.75 hours per week or 9 credit hours, approval required for exceptions	Yes	No	Yes - if working 20 or more hours per week	No - College limits employee to work a maximum of 27 hours per week with College combined duties.	Semester Schedule or Term of Duties - Biweekly
Part-Time employee (non-exempt)	5140 Assignment Sheet	5136 MOU & Time Sheet	5136 MOU & Time Sheet or ECC Requisition depending on the time span, must specify hours	Yes - 19.75 hours per week for combined College duties, approval required for exceptions	Yes	No	Yes - if working 20 or more hours per week, requires approval	No - College limits employee to work 19.75 hours a week or if exception is made to add duties, combined hours is maximum of 27 - 29 hours per week	Semester Schedule or Term of Duties - Biweekly
Non-Employee (has no other MOU's, or contracts with the college that the IRS would judge the duties to be "employee" duties.)	NA	5390 if payment to individual and 5300 if payment to a company - MOU or bid or rate sheet, invoice paid through ESM	5390 if payment to individual and 5300 if payment to a company - MOU or bid or rate sheet, invoice paid through ESM	No	<u>IRS guidelines regarding contract labor must be met.</u>				

Exempt	5120 PT Faculty (Adjunct)	5140	*PSRS/PEERS Membership Requirement Guidelines An individual cannot be an employee and contract labor in the same calendar year. Implemented March 2019						
FT Faculty	5130 Non-Exempt	5160							
Faulty Overload	5135 Contract Individuals	5390							
Extra Duty	5136 Contract Company	5300							