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| **5.9**  | **Classification and Qualifications of Employees *(Approved 8-14-1989; Revised 11-3-2003, 12-2-******2013)*** For the purposes of offering and continuing employment, organization, assignment of duties and responsibilities, and establishment of compensation, a system of employee classification will be maintained by the College administration.  |

**Definitions:**

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| **Exempt:**   | Employees not covered by the overtime provisions of the Fair Labor and Standards Act (FLSA). Exempt employees are subject to Public School Retirement System/Public Educational Employees Retirement System guidelines.  |
| **Nonexempt:**  | Employees covered by the overtime provisions of the Fair Labor and Standards Act (FLSA) and as such are entitled to overtime pay for hours worked in excess of 40 hours per week. Nonexempt employees  |

are subject to Public School Retirement System/Public Educational Employees Retirement System guidelines

**Grant Funded:** Employees in a part-time or full-time position that is dependent on continued grant funding. Grant funded employees may be either exempt or non-exempt employees.

 **Retiree:** An employee receiving retirement benefits from PSRS/PEERS and

subject to the PSRS/PEERS retirement requirements. Part-time retirees are limited to 550 hours per fiscal year.

 **Procedures: *(Revised 8-2006)***

 **5.9.1** **Faculty *(Revised 12-2-2013)***

 Both full-time and adjunct faculty are exempt personnel who shall be primarily engaged in the activity of teaching and guiding students. They shall be in contact with students for the purpose of transmitting knowledge and skills. Faculty members shall meet the minimum employment qualifications

established by the Board of Trustees and/or the College’s accrediting agencies. For purposes of this Policy, division chairs are considered faculty.

 Faculty Assignment

 Each full-time and adjunct teaching faculty member shall be assigned a primary discipline or career field by action of the Board of Trustees upon recommendation by the President of the College. More than one primary discipline or career field may be assigned if required qualifications are met. To be assigned to a primary discipline(s) or primary career field(s), the full-time or adjunct teaching faculty member must possess an academic degree relevant to what he/she is teaching and at least one level above the level at which he/she teaches, except when equivalent experience is established. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process.

 Faculty participate substantially in:

1. Oversight of the curriculum – its development and implementation, academic substance, currency, and relevance for internal and external constituencies;
2. Assurance of consistency in the level and quality of instruction and in the expectations of student performance;
3. Establishment of the academic qualifications for instructional personnel;
4. Analysis of data and appropriate action on assessment of student learning and program completion.

 **5.9.2** **Administrators**

 Administrators are exempt personnel at the vice president level and above. Administrators shall meet employment qualifications established by the Board of Trustees.

 **5.9.3** **Professional Staff**

 Professional staff includes exempt personnel at the director level and below. Professional staff shall meet employment qualifications established by the Board of Trustees.

 **5.9.4** **Support Staff**

 Support staff includes non-exempt, at-will personnel who are necessary to the day-to-day functions of the College. Support staff shall meet the employment qualifications established by the Board of Trustees.

 **5.9.5** **Regular** **Full-time Employee *(Revised 12-2-2013)***

Regular, full-time Professional and Support Staff positions are positions listed on the Board approved staffing plan and require a minimum workload of 40 hours per week to qualify for College paid benefits unless otherwise required by law.

Full-time faculty members shall work 170 to 180 days during the regular academic year, shall have a normal instructional load of 30 credit hours per year or the equivalent and/or shall have additional duties as specified in their contracts. Full-time faculty positions are included on the Board approved staffing plan. A full-time faculty workload typically includes ten office hours per week in a five-day work week. The academic year shall consist of the fall and spring semesters excluding the summer session, based on the program driven schedule or as otherwise approved, including all in-service days and the graduation ceremony, as established in the approved academic calendar.

**5.9.6** **Regular** **Part-time Employee *(Revised 12-2-2013)***

Regular part-time, non-exempt, hourly-paid positions are positions listed on the Board approved staffing plan and personnel in such positions may not work more than 19.75 hours per week unless approved by administration and Human Resources.

 **5.9.7 Adjunct Faculty *(Adopted 12-2-2013)***

 Adjunct faculty are part-time, exempt employees paid per credit hour. Adjunct faculty are not included on the staffing plan. Adjunct faculty may work a maximum of 18 credit hours per academic year and up to five credit hours in the summer semester. Hours worked must comply with retirement regulations. Exceptions may be made with the permission of the Chief Academic Officer.

 **5.9.8 Adult Education and Literacy Instructor *(Adopted 12-2-2013)***

 Adult Education and Literacy (AEL) instructors are part-time, non-exempt employees who can work up to 19.75 hours per week. These positions are grant funded.

**5.9.9** **Student Worker *(Adopted 12-2-2013)***

A student worker is an individual enrolled in ECC classes, who qualifies for the Federal Work Study Program or is institutionally funded and whose association with the College is for the primary purpose of furthering a formal education. Student workers are part-time, non-exempt employees who can work up to 19.75 hours or as approved by Financial Aid. Student workers are not included on the Board approved staffing plan.

**5.9.10** **Temporary Employee *(Adopted 12-2-2013)***

A temporary employee is hired either part-time or full-time for a specified period of time per fiscal year. Temporary employees are not listed on the staffing plan (see Policy 5.25)