

## 5310 Employment Structure

Positions are structured based on job functions, knowledge and skills required, levels of responsibilities, length and term, and pay practice.

### I. Employee Type

#### A. Regular

1. Employees who are hired through a formal search process.
2. Staff who have successfully completed their provisional period

Approval is required prior to hiring the following non-regular employees via the Personnel Action Form (PAF):

#### B. Non-Regular

All other employees, including but not limited to, fixed-term faculty, adjunct faculty, staff who have not completed their provisional period, interim staff, temporary staff, and student employees, are non-regular employees. The College may hire non-regular employees without going through a formal search process. Approval is required prior to hiring the following non-regular employees via the Personnel Action Form (PAF):

##### 1. Fixed-term Faculty

Fixed-term faculty are faculty hired on a fixed-term contract.

##### 2. Adjunct Faculty

Adjunct faculty are unranked faculty hired to teach on a course-by-course basis.

##### 3. Interim Staff

Interim staff may be hired to work more than 80 hours in a month and up to 12 months in the fiscal year. Interim employment may be extended for an additional 12 months but may not exceed 24 months except in extraordinary circumstances as approved by the President.

##### 4. Temporary Staff

Temporary staff may be hired on a short-term basis for projects or to meet the immediate needs of the College, even if no such position exists. Typically, temporary employment shall not exceed 80 hours per month and shall not exceed 650 hours within a fiscal year.

### II. Exemption Status

#### A. Exempt

Positions are assigned as exempt based on applicable state and federal laws including the Fair Labor Standards Act (FLSA). Typically, exempt employees are paid on a salary basis.

The College shall not make improper deductions or deductions which are prohibited by the FLSA. If, for some reason, there is an improper deduction, employees shall promptly notify Human Resources/Payroll.

#### B. Non-Exempt Employees

Positions are assigned as non-exempt based on applicable state and federal laws including the FLSA. Non-exempt employees are paid on an hourly basis and are eligible for overtime if hours actually worked exceed 40 hours in the

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designated work week (i.e., Monday-Sunday).

### **III. Constituency Groups**

Most positions are classified internally and assigned to a constituency group.

#### **A. Administrative Staff**

The function of Administrative Staff positions is to provide broad-based direction and management of the College's programs. These positions are banded at E81 or greater. Administrative Staff positions are exempt from overtime.

#### **B. Faculty**

The principal function of Faculty positions is to provide instruction. Faculty consists of individuals appointed to instructional and/or academic duties through issuance of a faculty contract. Faculty positions are exempt from overtime (see policy 3100 "[Definition of Faculty](#)").

#### **C. Professional Staff**

The function of Professional Staff positions is to assist the College in serving students, employees, and the community by providing services of a professional nature, typically requiring advanced and/or specialized training beyond secondary education. These positions are banded from B22 to D72. Some Professional Staff positions are exempt from overtime and others are non-exempt from overtime.

#### **D. Classified Staff**

The function of Classified Staff positions is to assist Administrative Staff, Faculty, and Professional Staff and/or to provide support services which enable the College to serve students and the community. These positions are banded from A11 to B21. Classified Staff are non-exempt from overtime.

*For information on student employees see policy \*\*\* "[Student Employees](#)" (to be developed).*

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