

**Policy 3.1.3 Human Resources: Employee Classifications and Workloads**

<b>TRI-COUNTY</b>	<b>HUMAN RESOURCES</b>	<b>POLICY</b>
<b>COMMUNITY COLLEGE</b>	<b>EMPLOYEE CLASSIFICATIONS</b>	<b>3.1.3</b>
	<b>AND WORKLOADS</b>	

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**I. EMPLOYMENT CLASSIFICATIONS**

- A. Full-Time Employee – any individual who occupies a College designated full-time position working forty (40) hours per week. All full-time positions are classified as either full-time curriculum or full-time non-curriculum and exempt or non-exempt. Full-time employees may be eligible for annual employment contracts for at least nine (9) and no more than twelve (12) months dependent on the employee’s duties.
- B. Part-Time Employee with Benefits – any individual who is employed for 30 hours per week for at least nine months per year. All part-time employees with benefits positions are classified as either part-time curriculum or part-time non-curriculum.
- C. Part-Time Employee – any individual who is employed for less than 30 hours per week. All part-time employee positions are classified as either part-time curriculum or part-time non-curriculum.
- D. Full-Time, Temporary Employee – any individual who is employed in a full-time position (i.e., 40 hours or more per week) but the job is temporary (i.e., generally less than six months except in extraordinary situations). All full-time, temporary employees are classified as exempt or non-exempt. For purposes of the Affordable Care Act only, 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.
- E. Part-Time, Temporary Employee – any individual who is employed in a part-time position (i.e., less than thirty (30) hours per week) but the job is temporary (i.e., generally less than six (6) months except in extraordinary situations).

**II. WORKLOADS**

The President is hereby authorized to develop administrative procedures to establish workloads consistent with this Policy.

Adopted: 5/24/18 BOT