

Davis Technical College

Employee Definitions Policy

Effective Date: 23 March 2018

1. Purpose

To define and clarify certain terms used in personnel policies and procedures necessary for the understanding of those policies and procedures.

2. Definitions

2.1. Salaried Positions - Salaried positions are paid on a salaried payroll basis and are exempt from earning overtime as defined by the Fair Labor Standards Act, 29 U.S.C. Section 201 et seq. (the FLSA). These positions are categorized as working consistently 30 hours or more weekly and to last six consecutive months or longer. Salaried positions are only authorized when the employee is expected to work at least 30 hours per week.

2.1.1. Full-time - Full-time employees are those whose employment normally requires an average of at least 40 hours per week.

2.1.2. Part-time Salaried - Salaried positions are only authorized when an employee is expected to work at least 30 hours per week.

2.1.3. Faculty - Faculty personnel are salaried employees whose primary assignment is that of instruction. Faculty members are not considered to have tenure or academic rank of any kind.

2.1.4. Professional/Administrative - Professional/Administrative personnel are employees whose primary function is administrative in nature. These positions normally require at least a four-year college degree and/or equivalent experience with specialized training. At least 80 percent of the employee's time should be designated toward supervisory, administrative or professional responsibilities which demand independent judgment or discretion. Professional/Administrative status is to be consistent with the job rating procedures administered by the Human Resource Director and approved by the Davis Technical College Board.

2.1.5. Executive - Executive positions include the Davis Technical College President and Vice Presidents.

2.2. Non-Salaried Positions - Non-salaried positions are paid on an hourly or project basis and are not exempt from the overtime provisions of the Fair Labor Standards Act (the FLSA).

2.2.1. Classified - Classified personnel are employees whose positions require paraprofessional, clerical, skilled crafts or service training and capabilities. Classified may include both full-time and part-time employees. Classified status is to be consistent with the job rating procedures administered by the Director of Human Resources and approved by the College Board.

2.2.2. Part-time Hourly – Part-time Hourly employees are only authorized to work schedules of less than 30 hours per week.

2.2.3. Part-time Faculty - Part-time Faculty are individuals having professional or specialized training and employed on a temporary or part-time basis to provide instruction or instructional related services. Part-time Faculty may include Associate Faculty and Adjunct Faculty.

2.2.4. Clinical Faculty - Clinical Faculty are individuals whose continuing professional activities do not relate primarily to College affairs, but who make a substantial regular contribution to the academic activities of the institution. Clinical Faculty are employed on a part-time basis.

2.2.5. Work Study Students - Work study students are part-time, hourly employees in the federal work study program. Work study students employed on campus qualify for exemption from FICA under IRS regulations.

2.3. Benefitted - Employees will be deemed eligible for benefits as defined in each benefit policy. Unless otherwise specified, benefits are offered only to full-time (40 hour per week) employees. When benefits are offered to part-time employees they may be pro-rated based on a full-time equivalent (FTE) calculation.

3. Approval and Notes

Revised Board Approval: 22 March 2018
Revised President's Council Approval: 26 February 2018
Revised Board Approval: 19 June 2014
Revised Employee Input Team Approval: 04 June 2014
Revised Board Approval: 28 February 2013
Board Approval: 26 September 2001