BP 3010 Categories of Employees

3010.1 Classified Full-Time

Any employee appointed to an authorized position in the classified service on a continuing basis of 30 hours or more per week.

3010.2 Classified Part-Time

Any employee appointed to an authorized position in the classified service on a continuing basis of less than 30 hours per week.

3010.3 Confidential

Any employee who, in the regular course of his/her duties, has access to, or possesses information relating the District's employer-employee relations and whose position is designated accordingly.

3010.4 Administrative/Management

Any employee in a position having significant responsibilities for formulating District policies or administering District programs.

3010.5 Faculty Full-Time

An employee meeting minimum qualifications for employment as a community college faculty member {both teaching and non-teaching} or possessing valid credentials to teach assigned subjects or to perform non-teaching services. The standard full-time teaching assignment is 15 Semester Instructional Units (SIUs). The full-time non-teaching assignment is 40 hours.

3010.6 Adjunct Faculty/Part-Time

An employee meeting minimum educational and/or certification requirements for teaching or performing professional non-faculty assignments such as counseling, librarian, etc., and eligible to work up to a maximum of nine (9) semester instructional units (SIUs). Non-teaching adjunct faculty may be assigned up to 60% of a full-time non-teaching load.

(continued on next page)

BP 3010 Categories of Employees

3010.7 Substitute

Person who is hired to fill a classified or faculty position while an employee is on temporary leave of absence or a vacancy is in the process of being filled. Faculty positions requiring short-term substitutes are normally filled by colleagues if possible, or from the applicant pool of persons who have previously been interviewed. Classified persons may be called from the active application file. If the District is engaged in a procedure to hire a permanent employee to fill a vacancy in any classified position, the governing board may fill the vacancy through the employment, for not more than 60 calendar days, of one or more substitute employees.

3010.8 Short-Term

Any person who is employed to perform a service for the District, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis.

NOTE: Substitute and short-term employees, employed and paid for less than 75 percent of a school year, shall not be a part of the classified service. "Seventy-five percent of a school year" means 195 working days, including holidays, sick leave, vacation and other leaves of absences, irrespective of number of hours worked per day. *(ECS 88003)*

3010.9 Non-Exempt

Any regular classified position that qualifies for overtime pay under the Fair Labor Standards Act.

3010.10 Exempt

Management, supervisory, and faculty member employees are paid on a salaried basis rather than by the hour and are exempt from the overtime pay provisions under the Fair Labor Standards Act. Also exempt are adjunct faculty due to the nature of the assignment.

Adopted: May 11, 2000