

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 503.05: Employment Categories and Classifications

The procedure describes the definitions of the employment categories, position categories, and employment classifications in the definition section of the policy.

## Employment Categories

Full-Time Regular Employee: An employee who works an average of at least 30 service hours per week or 130 service hours per month and is employed on an annual schedule of at least nine months with the reasonable expectation of recurring employment. A full-time schedule of less than 40 hours per week must be approved by the President.

Part-Time Regular Employee: An employee who works an average of between 20-29 service hours per week and is employed on an annual schedule of at least nine months with the reasonable expectation of recurring employment. Part-time regular employee work hours should not exceed 29 hours per week or 129 hours per month unless specifically approved by the President.

Full-Time Limited Employee: An employee who works an average of at least 30 service hours per week or 130 service hours per month and is expected to be employed for 12 months or less with no expectation of recurring employment.

Part-Time Limited Employee: An employee who works an average of less than 29 hours per week or 129 hours per month with no expectation of recurring employment. This employment category includes curriculum and continuing education adjunct faculty. Part-time limited employee work hours should not exceed 29 hours per week or 129 hours per month unless specifically approved by the Senior Administrator. The applicable multiplier is applied towards the average hours worked per week for ACA hours tracking purposes.

Student Employee: An employee who is enrolled in curriculum courses with a course load of at least six credits and whose primary purpose is to receive an education. Student employees may not work more than 20 hours per week during an academic semester and 40 hours per week during academic breaks. Student employees who are working as part of the Federal Work Study program are designated as Federal Work Study student employees and those who are not are designated as student institutional employees. Student employees are subject to different IRS regulations than employees in the other employment categories.

The President may adjust work hours on a temporary basis without changing the employment category.

## Service Hours

Each hour for which an employee is credited for the performance of services and, if applicable, hours for which an employee is entitled to payment during which no duties are performed due to paid leave.

* For part-time faculty positions, service hours include instruction time and time spent on other activities that support instruction, as identified by the College.
* The College has identified the part-time faculty service hours for every course category and, in some cases, for specific courses that have unique requirements.
* The identified service hours provide for a reasonable allotment of time for the completion of non-instruction activities.

## Position Categories

Curriculum Faculty: An employee whose primary duty is to provide instruction in courses that earn college credit, which may be applied to degrees, diplomas, and/or certificates at the College.

Continuing Education Faculty: An employee whose primary duty is to provide instruction in courses that do not earn college credit. In some cases, these courses may be applied to occupation-specific certificates.

## Staff: An employee whose primary duty is other than instruction.

## Fair Labor Standards Act (FLSA) Classifications

The FLSA has established guidelines for determining when an employee must be paid overtime for hours worked over 40 in a pay period. The NC Wage and Hour Act requirements conform to those of the FLSA. The College will determine the FLSA classification for a position when it is created, when there is a substantive change to the position’s requirements, and/or any time the College identifies the need for reevaluation of this classification. The two FLSA classifications are as follows: (1) exempt, (2) nonexempt. The following classifications are based on FLSA defined criteria.

1. Exempt: A classification that identifies a position as not being subject to the overtime provisions of the FLSA.
2. Nonexempt: A classification that identifies a position as being subject to the overtime provisions of the FLSA. As per Procedure 507. 04 Compensatory Leave, the FLSA overtime requirement is 1½ hours of compensatory overtime leave for each hour worked over 40 in a work week.

## Integrated Postsecondary Education Data System (IPEDS) Employment Classifications

Required by the Higher Education Act of 1965, IPEDS is a system of interrelated surveys conducted annually, which gathers information from every college, university, and technical and vocational institution in the United States and other jurisdictions that participates in the federal student financial aid programs. A-B Tech classifies employees into these classifications for data collection and reporting purposes. These classifications are described below.

1. Executive, Administrative, and Managerial: Positions whose primary function involves management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department or subdivision. Assignments customarily and regularly require the incumbent to exercise discretion and independent judgment and to direct the work of others.
2. Instructional Faculty: Positions whose assignments are made for the purpose of conducting instruction, research, or public service as a principal activity, and serve under a prescribed contract.
3. Professional (Non-Faculty): Positions whose primary purpose is to provide academic support, student service, or institutional support, whose assignments require either a baccalaureate degree or higher, or experience of such kind and amount as to provide a comparable background.
4. Clerical and Secretarial: Positions whose primary purpose is to perform clerical and administrative work, internal and external communications, recording and retrieval of data.
5. Technical and Paraprofessional: Positions whose assignments require specialized knowledge or skills that may be acquired through experience, apprenticeship, on-the-job training or academic work in occupationally specific programs that result in a two-year degree or other certificate or diploma. May also include positions that perform some of the duties of a professional or technician in a supportive role, without attainment of a degree.
6. Skilled Crafts: Positions whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience, through apprenticeship, or other formal training programs.
7. Service/Maintenance: Positions whose assignments require limited degrees of previously acquired skills and knowledge. These individuals perform duties which result in or contribute to the comfort, convenience, and hygiene of personnel and the student body or who contribute to the upkeep and care of the buildings, facilities, or grounds.

## Standard Occupational Classifications (SOC) Occupational Categories

The SOC system is used by Federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. All employees are classified into an occupation according to the occupational definition. Contact the Human Resources Department for more information regarding these classifications.

Pursuant to Board Policy 503.05, the Employment Categories and Classifications Procedures must be followed to comply with the Employment Categories and Classifications Policy.

Owner: Vice President for Human Resources and Organizational Development x 7178

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