

## EMPLOYEE CATEGORIES AND DEFINITIONS

### PURPOSE

To have a system of employee categories that is applied in a uniform and consistent manner for the College.

### POLICY STATEMENT

The categories of employee positions at Edison State Community College reflect the teaching and business needs of the College. Employee categories and related terminology are defined in this policy to promote consistency in the use of terminology in all College policies and procedures.

### PERSONS AFFECTED

All College employees regardless of funding source.

### CATEGORIES AND DEFINITIONS

#### Employee Categories

**NOTE** Administrative, Professional/Technical and Classified may be hired as a full-time employee, part-time employee or temporary employee.

#### **ADMINISTRATIVE**

The designation “administrative” applies to those employees who are considered exempt and who are typically responsible for planning, organizing, monitoring, directing, budgeting, supervising and evaluating employees, and assisting in the staffing of the instructional and operational units of the College.

#### **PROFESSIONAL/TECHNICAL**

The designation “professional/technical” applies to those employees who are considered either exempt or non-exempt and who are typically responsible for providing professional and/or technical skills that support the instructional and operational units of the College. Some professional/technical employees will assume directing or coordinating responsibilities for their functional areas.

#### **CLASSIFIED**

The designation “classified” applies to those employees who are considered non-exempt employees who are typically responsible for providing clerical and maintenance assistance that support the instructional and operational units of the College.

#### **FACULTY**

The designation “faculty” applies to all full-time faculty members, regardless of membership status in the collective bargaining unit, who are typically responsible for instructional presentation and delivery. See the ESEA Faculty Collective Bargaining Contract.

#### **ADJUNCT**

The designation “adjunct” includes any individual employed for the instruction of a course or courses per an academic teaching schedule per semester, usually less than seventy-five (75) percent of a full-time faculty load and are considered “part-time”. Adjuncts are not covered under the ESEA Faculty Collective Bargaining Agreement.

#### **NON-CREDIT INSTRUCTORS**

The designation “non-credit instructors” includes employees who are employed on a contractual basis, part-time, and who are responsible for the instruction of a non-credit course or courses. Non-credit instructors are compensated short-term on an hourly basis and excluded from fringe benefits.

**WORK STUDY/STUDENT EMPLOYEE**

The designation “work study” or “student worker” applies when a student is an employee in either the federal student aid program or the college work study program. Both must be enrolled for credit classes in the college during the fall and spring semesters and employed twenty (20) hours or less per week for the duration of their funding or until the end of the fiscal year, whichever comes first. See CQI hiring process for student workers.

**Other Categories****VOLUNTEER**

The designation “volunteer” can be used by the College and shall be filled within the following limitations:

- All volunteer work must be approved by the President or their designee.  
A description delineating job duties, extent of assignment, etc., must be submitted to the Chief Human Resources Officer for approval and be made known to the volunteer before duties are assigned.
- College work requiring the use of a car or work which would pose other potentially high risks of physical or bodily injury will not be assigned to volunteers.
- The President or their designee shall have full authority to appoint, dismiss, or terminate volunteers for their services without cause.

**RETIREE**

The designation of “retiree” applies to a person who meets either of the following definitions:

- An employee who applies for a pension benefit from an Ohio public employees retirement system (e.g., State Teachers Retirement System [STRS], Ohio Public Employees Retirement System [OPERS] or e.g., Alternative Retirement Plan [ARP]) and whose application for that pension benefit has been approved; or
- An employee who applies for a disability retirement benefit from an Ohio public retirement system and whose application for that benefit has been approved.

**NOTE** Individuals receiving a disability retirement benefit from an Ohio Public Retirement System are deemed to be on a statutory leave of absence during the first five (5) years following the effective date of a disability retirement.

**Definitions****EMPLOYEE**

The designation “employee” applies to any individual who is listed on the college’s payroll.

**EXEMPT AND NON-EXEMPT**

The terms “exempt” and “non-exempt” refer to the status of a position under the federal wage and hours laws. Specifically, non-exempt positions are eligible for overtime pay under the Fair Labor Standards Act and exempt positions are exempt from the overtime provision of the law.

**FULL-TIME EMPLOYEE**

The designation “full-time employee” applies to any person employed for the full work week of forty (40) hours, and includes the designations of administrative, professional/technical, and classified staff, not covered under the definition of “faculty.”

**PART-TIME EMPLOYEE**

The designation “part-time employee” includes any individual employed less than forty (40) hours per week and not covered under the definition of “faculty.”

**TEMPORARY EMPLOYEE**

The designation “temporary employee” applies to any person employed for no more than one (1) year in duration, or until the completion of a project. A temporary employee is excluded from fringe benefits.