

# DAVIDSON-DAVIE COMMUNITY COLLEGE

Human Resources

## EMPLOYEE CLASSIFICATIONS AND WORKLOADS

### POLICY 3.1.3

#### **I. EMPLOYMENT CLASSIFICATIONS**

- A.** Full-Time Regular Employee – any individual who occupies a College designated full-time position working 40 hours per week for at least nine (9) months per year. All full-time regular positions are classified as either full-time regular curriculum or full-time regular non-curriculum and exempt or non-exempt. Full-time regular curriculum employees receive a contract.
- B.** Part-Time Regular Employee with Benefits– any individual who is employed for 30 to 39 hours per week for at least nine months (9) per year. All part-time regular 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 27 hours or less per week. All part-time employee positions are classified as either part-time curriculum (adjunct) or part-time non-curriculum. As a general rule, part-time employees should not work more than 27 hours per week. A supervisor must obtain approval from his/her area Vice President prior to assigning work beyond 27 hours per week through documentation on the ACA Exception Form. Area Vice Presidents will forward the form to the Director of Human Resources.
- 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., 27 hours or less per week) but the job is temporary (i.e., generally less than six months except in extraordinary situations).

#### **II. WORKLOADS**

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

Adopted: November, 2019