

BP: 7026**STAFFING DEFINITIONS AND GUIDELINES**

An employee may not work in another employment classification without authorization. Special circumstances will be addressed on a case by case basis and must have approval by the President or designee.

GENERAL TERMS

1. **College employee:** An individual with whom the college has established an employer/employee relationship, excluding positions funded by Title IV, Work Study or a General Fund Student Employee Budget Allocation.
2. **FLSA:** Fair Labor Standards Act, the federal wage and hour law codified as 29 USC § 201, *et seq.*
3. **Exempt employees:** Employees who are exempt from minimum wage and overtime requirements as allowed by the FLSA and Oregon wage and hour law. Common exemptions include employees that qualify as executive, administrative or professional employees.
4. **Non-exempt employees:** Employees that are not exempt from minimum wage and overtime requirements of the FLSA and Oregon Wage and Hour law.
5. **MASSC:** Acronym for employees that are managers, administrators, supervisors, specialists or confidential.
6. **Regular employees:** All MASSC, faculty covered by a collective bargaining agreement, and classified employees covered by a collective bargaining agreement.

MASSC

1. Managers, administrators, supervisors, and specialists are exempt employees.
2. Confidential employees are non-exempt employees.
3. Positions .50 FTE to .79 FTE are eligible for employee-only coverage as outlined in Administrative Policy and Procedure 6.3.034.
4. Positions .80 FTE and above are eligible for employee plus dependent coverage as outlined in Administrative Policy and Procedure 6.3.034.
5. MASSC may receive temporary, annual, or continuing contracts in accordance with Administrative Policy and Procedure 7032 and 7033.

FACULTY**FULL TIME:**

1. Full time faculty are covered by a collective bargaining agreement which outlines all workload and employment matters that are applicable to their assignments.
2. Full time faculty are those faculty members employed to work more than 50% on 10, 11 or 12 month annual contracts. Full time faculty may be employed in Tenure Track, Tenured, Visiting, and Adjunct assignments.
3. Each faculty employee will receive an employment contract for each academic year.
4. Full time faculty are considered 1.0 FTE and are eligible for employee and dependent health insurance coverage as outlined in the applicable collective bargaining agreement.

PART TIME:

1. Part time faculty are not covered by a collective bargaining agreement.
2. Part time faculty are employed to work on a term by term contract.
3. Part time faculty are not eligible for college health insurance coverage unless they meet the criteria set forth by OAR 111-070-0001(1) and/or the Affordable Care Act (ACA).

CLASSIFIED

FULL TIME (32-40 hours)

1. Full time classified employees are covered by a collective bargaining agreement.
2. Full time classified employees are eligible for employee and dependent health insurance coverage as outlined in the applicable collective bargaining agreement.

PART TIME (20-31 hours)

1. Part time classified employees are covered by a collective bargaining agreement.
2. Part time classified employees are eligible for employee health insurance coverage as outlined in the applicable collective bargaining agreement.

PART TIME (10-19 hours)

1. Part time classified employees are covered by a collective bargaining agreement.
2. Part time classified employees are not eligible for college health insurance coverage as outlined in the applicable collective bargaining agreement.

TEMPORARY/CASUAL

1. Temporary or Casual employees are not covered by a collective bargaining agreement.
2. These are short term positions for special projects, during a period of vacancy while recruitment is underway, substituting for custodial or family center departments, or to fill in for employees on a leave of absence.
3. Temporary employees generally work 25 hours a week/129 hours in a month or less; limited to 520 hours in a fiscal/academic year. Special circumstances will be addressed on a case by case basis and must have approval by the Executive Director of Human Resources.
4. In general, these positions should not be regularly scheduled and should work on as needed basis.

STUDENT EMPLOYMENT – EXTERNS, GENERAL EMPLOYMENT, MISC

1. General Student Employment is not covered by a collective bargaining agreement.
2. These are employment opportunities for currently enrolled students only.
3. Students generally work more than 20 hours in a week/100 hours a month or less; limited to 520 hours in a fiscal/academic year.
4. Externships are in conjunction with an approved academic program and are for a specified number of hours of work directly related to the program of study.

STUDENT – FEDERAL WORKSTUDY, ATHLETIC WORK STUDY, OR AID FUNDED GENERAL STUDENT EMPLOYMENT

1. FWS, AWS, and GSE are aid-funded employment opportunities.
2. Students generally work 12 to 20 hours per week as determined by award type in any given week or as adjusted by their Financial Aid award package.

TUTORS, MODELS, INSTRUCTIONAL AIDS

1. Instructional support temporary positions generally work 25 hours a week/129 hours in a month or less; limited to 520 hours in a fiscal/academic year.
2. In general, they should not be regularly scheduled and work on as needed basis.

RETIRED PERS EMPLOYEES

1. A PERS retiree may have an hour restriction in order to maintain their retirement benefits until full retirement age (this varies). For most PERS retirees this is 1039 hours in a calendar year. However, for OPSRP retirees there has to be a break in service before working again for the College. Please contact PERS for direction in these matters.
2. A PERS retiree may be employed in any of the above staffing areas. The guidelines associated with that staffing definition will apply unless there is a PERS/OPSRP hour limitation.

END OF POLICY

Legal References:
[OAR 589-008-0100](#)

DATE OF ADOPTION: 01/27/14
DATE(S) OF REVISION(S):
DATE OF LAST REVIEW: