

1406.00 DEFINITION OF EMPLOYEE CATEGORIES POLICY

The categorization of employee groups is defined below in order to facilitate consistency in communication, personnel and payroll record-keeping systems, classification and compensation, application of benefit programs, and meeting reporting requirements.

I. EXECUTIVE OFFICERS

Appointed college officers who report to, and serve at the pleasure of, the President. Not covered under faculty or staff compensation or classification plans. Exempt from provisions of Fair Labor Standards Act. Annually contracted.

II. FACULTY

Responsibilities involve instruction and/or other duties closely aligned with academic programs. Exempt from provisions of Fair Labor Standards Act. Full-time load is determined by faculty load policy.

- A. **Full-time, 12 months, regular appointment** - Annually contracted to work three academic semesters per year full-time. In addition, may accept overload contracts.
- B. **Full-time, 9 months, regular appointment** - Annually contracted to work two academic semesters (or the equivalent) per year full-time. In addition, may accept overload contracts.
- C. **Part-time, 12 months, regular appointment** - Annually contracted to work three academic semesters per year, for 50 percent or more of full-time workload. In addition, may accept overload contracts.
- D. **Part-time, 9 months, regular appointment** - Annually contracted to work two academic semesters per year, for 50 percent or more of full-time workload. In addition, may accept overload contracts.
- E. **Adjunct** - Contracted each semester on a contact-hours-taught basis to fill specific instructional needs, up to twenty-four contact hours during the academic year. Not subject to faculty career plan; consistent pay levels are established administratively. No guarantee of continuing employment.
- F. **Temporary** - Contracted to fill a short-term need on the faculty for a specified period of time, or to replace a regular faculty member on leave. May be paid at an appropriate step on the faculty career plan.

III. ADMINISTRATIVE OR PROFESSIONAL STAFF

Responsibilities are primarily administrative or professional. Position is classified in classification compensation plan except where noted below. Exempt from provisions of Fair Labor Standards Act; not eligible for overtime premium pay; paid weekly salary rather than hourly wage.

- A. **Full-time, regular** - Annually contracted or scheduled to work at least 80 hours biweekly for 52 weeks.
- B. **Full-time, limited** - Annually contracted or scheduled to work at least 80 hours biweekly for less than 52 weeks but at least 35 weeks per year. May be subject to fill in for other positions to meet staffing requirements.
- C. **Part-time, regular** - Scheduled or contracted on an annual basis to work less than 80 hours but at least 40 hours biweekly for 52 weeks per year. May be subject to fill in for other positions to meet staffing requirements.
- D. **Part-time, limited** - Scheduled or contracted on an annual basis to work less than 80 hours but at least 40 hours biweekly, for less than 52 but at least 35 weeks per year. May be subject to fill in for other positions to meet staffing requirements.
- E. **Supplemental** - Available for on-call or supplemental service, but not on annual appointment. Works less than 1,500 hours per fiscal year. Is not placed in classification compensation plan; consistent pay levels are established administratively. The employment relationship at Northwestern Michigan College is at-will, meaning that this relationship can be ended at any time by either the employee or the College for any reason, with or without notice.
- F. **Temporary** - Contracted or scheduled to fill a short-term need for a specified period of time, or to replace a regular employee on leave. Is not placed in classification compensation plan; consistent pay rates are established administratively. If substituting in a regular position, the pay rate will be at least the minimum of the salary range of the regular position.

IV. TECHNICAL/PARAPROFESSIONAL

Responsibilities are technical or paraprofessional in nature. Position is classified in the classification compensation plan. Exempt from provisions of the Fair Labor Standards Act; not eligible for overtime premium pay.

- A. **Full-time, regular** - Annually contracted or scheduled to work at least 80 hours biweekly for 52 weeks.
- B. **Full-time, limited** - Annually contracted or scheduled to work at least 80 hours biweekly for less than 52 weeks but at least 35 weeks per year. May be subject to fill in for other positions to meet staffing requirements.
- C. **Part-time, regular** - Scheduled or contracted on an annual basis to work less than 80 hours but at least 40 hours biweekly for 52 weeks per year. May be subject to fill in for other positions to meet staffing requirements.

- D. **Part-time, limited** - Scheduled or contracted on an annual basis to work less than 80 hours but at least 40 hours biweekly, for less than 52 but at least 35 weeks per year. May be subject to fill in for other positions to meet staffing requirements.
- E. **Supplemental** - An employee who is available for on-call or supplemental service, but is not on annual appointment. Works less than 1,500 hours per fiscal year. Is not placed in classification compensation plan; consistent pay levels are established administratively. The employment relationship at Northwestern Michigan College is at-will, meaning that this relationship can be ended at any time by either the employee or the College for any reason, with or without notice.
- F. **Temporary** - Contracted or scheduled to fill a short-term need for a specified period of time, or to replace a regular employee on leave. Is not placed in classification compensation plan; consistent pay rates are established administratively. If substituting in a regular position, the pay rate will be at least the minimum of the salary range of the regular position.

V. SUPPORT STAFF

Responsibilities involve a supporting role to the college's administrative or academic functions. Position is classified in classification compensation plan. Non-exempt and covered by provisions of Fair Labor Standards Act; eligible for overtime premium pay for hours worked over 40 in a work week.

- A. **Full-time, regular** - Annually contracted or scheduled to work at least 75 hours biweekly for 52 weeks.
- B. **Full-time, limited** - Annually contracted or scheduled to work at least 75 hours biweekly for less than 52 weeks but at least 35 weeks per year. May be subject to fill in for other positions to meet staffing requirements.
- C. **Part-time, regular** - Scheduled or contracted on an annual basis to work less than 75 hours but at least 37.5 hours biweekly for 52 weeks per year. May be subject to fill in for other positions to meet staffing requirements.
- D. **Part-time, limited** - Scheduled or contracted on an annual basis to work less than 75 hours but at least 37~□ hours biweekly, for less than 52 but at least 35 weeks per year. May be subject to fill in for other positions to meet staffing requirements.
- E. **Supplemental** - Available for on-call or supplemental service, but not on annual appointment. Works less than 1,500 hours per fiscal year. Is not placed in classification compensation plan; consistent pay levels are established administratively. The employment relationship at Northwestern Michigan College is at-will, meaning that this relationship can be ended at any time by either the employee or the College for any reason, with or without notice.

- F. **Temporary** - Contracted or scheduled to fill a short-term need for a specified period of time, or to replace a regular employee on leave. Is not placed in classification compensation plan; consistent pay rates are established administratively. If substituting in a regular position, the pay rate will be at least the minimum of the salary range of the regular position.

VI. **MAINTENANCE/CUSTODIAL/SERVICE**

Duties are of a skilled-trade, maintenance, service, or custodial nature. Non-exempt and covered by provisions of Fair Labor Standards Act. Covered under terms and conditions of collective bargaining agreement.

Full-time - Annually contracted or scheduled to work at least 80 hours biweekly for 52 weeks.

STUDENT EMPLOYEE

A part-time employee who is enrolled and regularly attending classes at NMC. The student's primary purpose for being at NMC is to further his/her education. Student employment is temporary and incidental to the pursuit of an education. Student employees work 20 hours per week or less; may work up to 40 hours per week during semester breaks and summer.

To be eligible for student employment in a semester, the student must be enrolled half time during that semester (minimum NMC academic credits: 6 for fall; 6 for spring; 3 for summer).

AUTHORIZATION OF STAFF POLICY

President's authorization: Timothy J. Nelson Date authorized: 3/17/06