

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

EMPLOYEE DEFINITIONS

Effective June 1, 2010

Policy No. 3-01

Page 1 of 1

- (A) An employee is any individual who is listed on the college's payroll.
- (B) A full-time employee is employed in a Board-approved position.
- (C) A professional part-time employee is employed in a non-Board-approved position working thirty hours or less per week in an approved classification in the college's classification plan.
- (D) A work study student is either an employee in the federal student aid program or the college work study program. Both must be enrolled for credit classes in the college at all times and employed twenty hours or less per week for the duration of their funding or end of the fiscal year, whichever comes first. Work study positions are managed by the financial aid department and are compensated on an hourly basis. See policy and procedure 7-07.
- (E) A temporary employee is employed in a non-Board-approved position that is no more than one (1) year in duration, or until the completion of a project.
- (F) An externally funded employee is employed in a non-Board-approved position which is not funded from the unrestricted general fund resources of the college. Due to the nature of the funding (commonly contracts or grants), externally funded employment is subject to employment conditions and/or restrictions that may not apply to employees in a Board approved position.
- (G) The President will establish procedures that define work categories.

Last Effective Date: August 21, 2000
October 1, 2007