

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

WORK CATEGORY DEFINITIONS
Procedure No. 3-01 (F)
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Effective June 1, 2010

- (1) There are three employment categories for full-time employees as defined below.
 - (a) STAFF: These employees are typically responsible for providing clerical, technical, maintenance, professional, and safety services that support the instructional and operational units of the college. Some employees will assume coordinating responsibilities for their functional areas.
 - (b) ADMINISTRATORS: These employees 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.
 - (c) FACULTY: These employees are typically responsible for instructional presentation and delivery; the planning and design of instructional programs; student advising; and service to the department, division, and college. See CSEA Faculty collective Bargaining Agreement.

- (2) Full-time employees also have the following employment options available to them with the approval of their administrator and Cabinet member, provided it does not conflict with the college needs. Employees need to work at least 50 percent of full-time in a Board- approved position in order to be eligible for benefits.
 - (a) ALTERNATIVE WORK SCHEDULES: Result when the days or hours worked are adjusted by an administrator due to operational need, federal statutes, policy and procedure, or an approved employee request.
 - (b) REDUCED WORK SCHEDULES: Result when the hours worked are reduced due to operational need, federal statutes, policy and Procedure, or an approved employee request
 - (c) JOB-SHARE POSITIONS: Result when two full-time employees in the same classification are working reduced work schedules that when combined equal one full-time equivalent position. Approval of the request by the college will be based
on the following conditions:
 - 1) The duration of the job share will not exceed 6 months. However, it can be reviewed for an extension at the end of the 6 month period.

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- 2) The job share partners must hold the same classification within the same department.
 - 3) Position must be suitable to operate efficiently in a job share status.
- (3) Part-time employees are defined in the following categories:
- (a) **PROFESSIONAL PART-TIME STAFF**: non-teaching employees employed thirty hours or less per week, depending upon operational need and budget. Professional part-time employees must hold a classification with a full-time equivalent. Professional part-time positions are administered by the human resources department and are compensated on an hourly basis at a rate consistent with the base hourly rate of its' full-time equivalent.
 - (b) **STUDENT WORKER STAFF**: non-teaching employees who are enrolled in at least three (3) credit hours per term and are employed twenty hours or less per week for the duration of the fiscal year. Student worker positions are managed by the financial aid department and are compensated on an hourly basis. Student worker employees, while listed on the college payroll, are excluded from policy and procedure numbers: 3-08 (fringe benefits); 3-09 (employee privileges); 3-31 (employee problem solving); 3-32 (disciplinary action); and from board approved action, unless specifically referenced.
 - (c) **FEDERAL WORK STUDY**: non-teaching employees in our federal student aid program who are enrolled in at least six (6) credit hours at all times and are employed twenty hours or less per week for the duration of their funding or end of the fiscal year, whichever comes first. Federal work study positions are managed by the financial aid department and are compensated on an hourly basis. Federal work study employees, while listed on the college payroll, are excluded from policy and procedure numbers: 3-08 (fringe benefits); 3-09 (employee privileges); 3-31 (employee problem solving); 3-32 (disciplinary action); and from board approved action, unless specifically referenced.

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- (d) ADJUNCT INSTRUCTORS: Employees who are employed on a contractual basis and are responsible for the instruction of a course or courses usually not to exceed 75 percent of full-time faculty instruction. Adjuncts are compensated in accordance with a one term contract on a per-contact-hour basis.
 - (e) NON-CREDIT INSTRUCTORS: employees who are employed on a contractual basis who are responsible for the instruction of a non-credit course or courses. Non-credit instructors are compensated in accordance with a short-term contract on an hourly basis.
- (4) Temporary employees are defined in the following categories:
- (a) STAFF: Employees who are hired to work on a project of limited duration or to fill a vacancy created by a full-time employee who is on disability absence, leave of absence, or who has been appointed to another position or project for a limited period of time.
 - (b) FACULTY: Employees who are hired to fill a specific need or vacancy created by a faculty member on disability absence, leave of absence, or who has been appointed to another position or project for a limited period of time. These positions are contracted for and renewed one term at a time.
 - (c) ADMINISTRATOR: Employees who are hired to fill a specific need or vacancy created by an administrator on disability absence, leave of absence, or who has been appointed to another position or project for a limited period of time.
 - (d) INTERMITTENT: Employees who work as needed on a periodic or occasional basis, less than twelve hundred hours per year, to supplement the regular workforce not to exceed one year unless approved by the president or designee.
 - (e) FULL-TIME TEMPORARY POSITION: This is a temporary appointment type for staff and administrators that is used for no more than one calendar year, or for the duration of a specific project, unless approved by the President or designee.

There are a number of reasons for the use of this appointment type. They include but are not limited to the following:

1. To fill in during the recruitment process for a vacant Board approved position.
2. To fill in while an employee is off on disability (both LTD and SERS).
3. To fill in while an employee is on an unpaid leave of absence.
4. To fill in while an employee is on sabbatical.
5. To be used to demonstrate the need for a full-time position prior to taking the request to the Board of Trustees.

The use of this appointment type for faculty positions complies with all of the above criteria except that one employee may not fill the appointment type longer than three consecutive terms.

(5) Externally funded employees will be placed in one of the above categories (E.G. #1,2,3 AND 4).

(6) **Personnel Definitions:** All of the personnel actions defined below in paragraphs (a) through (h), inclusive; require the approval of the appropriate administrator and the vice president of Human Resources/designee.

(a) **New Appointment:** The placing of a person into a vacant position that the college has posted and decided to fill through a competitive process outlined in Chapter 3 of the Policy and Procedures Manual. This position may be filled in one of the following manners:

- (i) **New hire:** The selection and appointment of a person who is not currently employed by the college.
- (ii) **Internal selection:** The selection and appointment of a person who is currently employed by the college.

- (b) **Promotion:** An employer-initiated action that moves an employee from his/her current classification to a higher classification based on targeted hiring range, performance, knowledge, skills, and ability.
- (c) **Reclassification:** The change of an employee's classification based on either the accretion or denigration of duties and responsibilities over time or due to programmatic or operational need of the college. For salary purposes, the reclassification may constitute a promotion, transfer, or demotion. The employee, the supervisor, or the Vice President of Human Resources may initiate the request for a review of a position(s) for reclassification.
- (d) **Transfer:** An employer- initiated movement of an employee to any position in the same targeted hiring range as the employee currently holds.
- (e) **Reassignment:** The movement of a position and the employee to another department or division of the college. Reassignment consists of moving the person and the position and not creating a new "headcount" or moving the employee into a vacant position. Reassignment requires that the classification of the employee remain the same, and the duties performed fit within that classification.
- (f) **Interim:** A designation given to an employee who is temporarily assigned to replace an employee who vacates a position that the college is actively recruiting to fill. Such a designation may be made for any position and classification and is not limited to administrative or supervisory positions. During the period of time that the employee is designated as "interim," the employee assumes the responsibilities of the "interim" position with the scope and level of authority designated by the college. Employees who are asked to fill in as an "interim" appointment for a Fair Labor Standards Act (FLSA) exempt position may or may not be eligible for the vacant position on a permanent basis. Each situation will be reviewed on a case-by-case basis. In any event, the employee will be told prior to assuming the duties of the "interim" appointment whether or not he/she would be eligible to apply for the vacant position if he/she takes the "interim" appointment.

- (g) **Acting:** An appointment of an employee to fill a position that is temporarily vacated due to an extended leave of absence of another employee. The extended leave may be for an approved disability or any other form of approved leave. The employee filling in on an “acting” basis shall vacate the position upon return of the employee on the extended leave. The two employees may hold the same position for up to 30 days upon the return of the employee for the purposes of continuity and operational need. The Vice-President of Human Resources shall approve the 30-day period. An employee shall hold the acting position for no more than one year unless renewed by the President.
- (h) **Demotions:** The movement of an employee from his/her current classification and pay to a lower classification and pay.
- (i) **Voluntary demotion:** A demotion that is initiated by the employee who voluntarily wishes to be appointed to a lower classification and pay. This demotion may be for a number of reasons to include personal, reduction in force, or as a means of reasonable accommodation and compliance with the Americans With Disabilities Act (ADA).
- (i) **Separation of Employment:** Any personnel action that results in an employee’s being separated from employment with the college shall be coded as one of the following:
- Resignation, in good standing.
 - Resignation, not recommended for rehire.
 - Resignation, not eligible for rehire.
 - Discharge.
 - Long – Term Disability (LTD).
 - Disability Retirement.
 - Retirement.
 - Retirement, eligible for rehire.
 - Death.
 - Layoff.

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- (j) **Probationary Periods:** All employees shall serve a probationary period, the terms and length of which are established as follows. Time spent on any approved leave may extend the length of the probationary period. The purpose of a probationary period is to establish a formal process and time frame for the employee to achieve job standards as well as for the college to assess an employee's job aptitude. Probationary periods allow both the employee and the college to analyze the relative fit of the employee to the particular job duties and responsibilities. Employees who are in their initial probationary period as a new hire are excluded from the disciplinary provisions of Policy Nos. 3-31 and 3-32.

During the probationary period, the employee's supervisor is charged with closely observing and evaluating the employee's overall performance and job aptitude. Likewise, the employee is encouraged to bring problems and questions to his/her supervisor to seek work direction as necessary to achieve job requirement and performance standards. Employees will be evaluated at least twice during the probationary period. The first evaluation will be at the midpoint of the probationary period. The last evaluation will be two weeks prior to the end of the probationary period. However, more frequent evaluationS and discussionS are encouraged whenever needed or requested. The purpose of the evaluations is to provide direction, feedback, and documentation pertaining to the progress and potential to achieve the job standards of the position.

- (i) **New Hires:** Each full and professional part-time employee shall serve a 180-calendar – day probationary period beginning with the initial date of appointment except the Police Officer I and II and all positions in the Child Development Center. Those classifications shall serve a one-year probationary period.

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- (ii) **For Promotions, Reclassifications, Transfers, and Demotions:** The employee shall serve a 90-day probationary period.
- (7) **Salary Adjustments**
- (a) **Internal Selection:** If the internal selection places the employee in a classification higher than what the employee currently holds, then the promotion rules apply. If the internal selection places the employee into a classification that is in the same targeted hiring range as the employee currently holds, then the transfer rules apply. If the internal selection places the employee into a lower classification than the employee currently holds, then the demotion rules apply. **
 - (b) **Promotion:** The employee shall receive the base of the targeted hiring range for the new position or a 5 percent increase in salary, whichever is greater. ** (SEE POLICY/PROCEDURE 3-03(H) (2)
 - (c) **Reclassification:** If the reclassification places the employee in a classification higher than what the employee currently holds, then the promotion rules apply. If the reclassification places the employee into a classification that is in the same targeted hiring range as the employee currently holds, then the transfer rules will apply. If the reclassification places the employee into a lower classification than the employee currently holds, then the demotion rules apply. **
 - (d) **Transfer:** No salary increase shall apply.
 - (e) **Reassignment:** No salary increase shall apply.
 - (f) **Interim:** If the “interim” position is higher than the employee’s current classification, the employee will be paid at the base of the pay range or 5 percent, whichever is greater than their current salary. If the “interim” position is the same or a lower classification than the employee currently holds, then no salary change will apply.

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- (g) **Acting:** If the employee filling in the acting” appointment holds a lower classification and pay than the classification of the employee on extended leave, then the interim appointment shall be paid the base of the pay range of the classification or 5 percent, whichever is greater, during the period of acting.” If the appointment is to a position of the same or lower pay range then the employee currently holds, no salary change will apply. **

- (h) **Demotion:** The employee shall be moved to the appropriate targeted hiring range for the classification to which the employee is demoted and shall be paid at a rate of 5 percent less than the employee’s current salary. If this amount falls above the pay range to which the employee is demoted, the employee’s pay rate shall be established at the maximum pay of the targeted hiring range. **
 - (i) ** Note: In the case where a position in the classification plan has been broad banded, movement into or out of the classification shall be as follows:

 - (ii) For any movement to a classification with a higher targeted hiring range than the position the employee currently holds within the same pay band, the employee shall go to the base of the targeted hiring range or 5 percent more than the employee’s current salary, whichever is greater.

 - (iii) For any movement to a higher classification in a higher pay band, the employee shall be assigned a salary within the targeted hiring range commensurate with skills, education, and experience, or at least 5 percent of the employee’s current salary, whichever is greater.

 - (iv) For any movement from a higher classification to a lower classification, irrespective of pay band, the employee shall go to the top of the targeted hiring range for that classification in the appropriate pay band or a 5 percent reduction in current salary, whichever is greater.

***Last Effective Date: October 1, 2007
July 1, 2002***