

Rock Valley College

RVC Board Policy 3:20.020

Employment Classifications

The following job categories/employment classifications shall be used by the College:

Job Categories

Pursuant to the Fair Labor Standards Act, all employees will be categorized as either:

- **Exempt:** Exempt employees will be compensated on a salaried basis and will not be eligible for overtime pay.
- **Non-exempt:** Non-exempt employees will be compensated on an hourly basis and will be eligible for overtime pay.

Employment Classifications

- **Introductory:** Employees who are within the first 90 days of employment or within 90 days after an internal transfer or promotion. The introductory period may be extended at the discretion of the Vice President of Human Resources.
- **Full-time:** Employees who work a minimum of 40 hours per workweek on a regular basis. Full-time employees are eligible for the benefits programs offered by the College.
- **Part-time:** Employees who work up to 25 hours per workweek on a regular basis.

Position Classifications

The following are the recognized position classifications of College personnel:

- **Faculty/Teaching Specialists:** Employees appointed to positions in the academic area by 9- or 10-month contracts and who are covered by the Collective Bargaining Agreement between the College and the Faculty Association.
- **Administrative/Professional Staff:** Non-grant employees who are appointed by way of fixed term contracts. Typically, these are full-time employees hired to work 12 months.
- **Support Personnel:** Regular full-time classified employees who are employed for specific position assignments on a continuous basis.

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- **Grant Personnel:** Full-time and part-time employees who are paid from state and/or federally subsidized funds. Grant personnel are hired for specific assignments as outlined in the approved grant. The terms and conditions of employment are defined in the grant.
- **Adjunct Instructors:** Adjunct instructors employed on a semester or less basis. Adjunct instructors teach a maximum of 12 CHE's per semester.
- **Continuous Part-Time/Other Part-time Support Staff:** Part-time classified and/or administrative or professional staff that are either scheduled to work on a regular, continuous basis or are employed to work on specific assignments with a definitive ending date. Continuous Part-Time and Other Part-time Support Staff are scheduled to work 25 hours or less per week.
- **Temporary Employees:** When the College has an unusually heavy workload or an unfilled vacancy, or when a regular employee is on leave for an extended period, the College may employ a temporary employee for a limited time period.

Temporary employees usually work 20-25-hour weeks and are assigned in a specified area when extra help may be needed. The request for a temporary employee must be approved by the appropriate Leadership Team Member, the Chief Financial Officer and the Vice President of Human Resources. No temporary employee may begin employment prior to written notification from Human Resources.

Managers should make efforts to fill vacant positions in a timely manner. Temporary employees will be paid at rates established for temporary employment.

- **Student Workers:** The College provides student employment through two sources of funding:
 1. RVC Student Employment Program – students are paid entirely through unsubsidized College funds.
 2. Federal College Work Study Program (FCWSP) – students who demonstrate financial need are paid through this federally funded program. FCWSP employees are paid 75% from federal funds and 25% from College funds.

Student workers are hired through the financial aid office.

Reference: Board Report 6978

Implemented: February 26, 2013

Revised: April 8, 2014