

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

EMPLOYEE DEFINITIONS

Effective May 25, 2023

Policy 3-01

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- (A) A full-time employee is employed forty (40) hours per week. Procedure 3-01 (F) defines the four (4) employment categories for full-time employees: (1) Staff; (2) Administrative (Managerial) and Professionals; (3) Executive; and (4) Faculty. The College is authorized to make reallocations of positions, provided that the overall employee headcount remains within the Board-approved budget for the applicable fiscal year.
- (B) A part-time employee is employed less than forty (40) per week in an approved classification in the College's classification plan.
- (C) A student worker is either an employee in the federal student aid program or the College work study program. Both must be enrolled in for-credit classes in the College at all times and employed twenty (20) hours or less per week when classes are in session, and thirty (30) hours or less per week between terms and during spring break, for the duration of their funding or end of the fiscal year, whichever comes first.
- (D) A temporary employee is employed for up to one (1) year in duration and may be renewed by the President or designee as needed.
- (E) The President may establish procedures that define work categories.

Last Effective Dates: June 1, 2010
October 1, 2007
August 21, 2000
March 28, 2013

*Administrative Updates: Reflect current department names and language (6-28-16)