

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

WORK CATEGORY DEFINITIONS

Effective September 22, 2016

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- (1) Full-time employees are defined in the following categories:
 - (a) Staff: Employees who are responsible for providing clerical, technical, maintenance, para-professional, professional, and safety services that support the instructional and operational units of the College. Some employees also assume coordinating responsibilities for their functional areas.
 - (b) Administrative (Managerial) and Professional: Employees who are responsible for planning, organizing, monitoring, directing projects or programs, budgeting, supervising or evaluating employees, and assisting in the staffing of the instructional and operational units of the College. Administrative (managerial) and professional employees that occupy a position of trust, serve at the pleasure of the President. Such positions include the President, vice presidents, business managers, administrative officers, deans, chairpersons, directors, supervisors, and employees that are engaged in educational or research duties, such as advisors, counselors, coordinators and program coordinators. Administrative (managerial) and professional employees also include employees who act on behalf of the College or who hold a fiduciary or administrative relation to the College.
 - (c) Faculty: Employees who are responsible for instructional presentation and delivery; the planning and design of instructional programs; student advising; and service to the department, division, and the College. See Columbus State Education Association (CSEA) Faculty Collective Bargaining Agreement for additional information.
- (2) Full-time employees are also provided the following employment options with the approval of their administrator and a Cabinet member, provided it does not conflict with the College's needs. Employees need to work at least 75 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.

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- (3) Part-time employees are defined in the following categories:
- (a) Part-time Staff: Non-teaching employees who are employed twenty-nine (29) hours or less per week, depending upon operational need and budget. Part-time employees must hold a classification with a full-time equivalent. Part-time positions are compensated on an hourly basis at a rate consistent with the base hourly rate of its full-time equivalent. Part-time employees must obtain prior approval from their primary supervisor in order to hold a secondary part-time position.
 - (b) College Work Study: Non-teaching employees who are enrolled students taking at least three (3) credit hours per term and are employed twenty hours or less per week for the duration of the fiscal year. College work study positions are managed by the Career Services Department and are compensated on an hourly basis. Student worker employees, while listed on the College payroll, are excluded from Policy and Procedures: 3-08 (Fringe Benefits); 3-09 (Employee Privileges); 3-32 (Disciplinary Action); and from Board-approved action, unless specifically referenced.
 - (c) Federal Work Study: Non-teaching employees in the College's Federal Student Aid Program who are enrolled students taking at least six (6) credit hours while classes are in session and are employed twenty hours (20) or less per week while classes are in session, and twenty-nine (29) hours or less per week during breaks, for the duration of their funding or end of the fiscal year, whichever comes first. Federal work study positions are managed by the Career Services Office and are compensated on an hourly basis. Federal work study employees, while listed on the College payroll, are excluded from Policy and Procedures: 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.
 - (d) Adjunct Instructors: Employees who are employed on a contractual basis and are responsible for the instruction of a course or courses not to equal or 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 not to exceed twenty-nine (29) hours per week 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. Non-credit instructors must obtain prior approval from their primary supervisor in order to hold a secondary part-time position.

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- (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 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) Administrative (managerial) and Professional: 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. Administrative (managerial) and professional employees occupy a position of trust.
 - (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 that is used for no more than one (1) calendar year, or for the duration of a specific project, and may be renewed by the President or designee as needed.

Temporary employees may be used for a number of reasons, including, but not limited to:

- (1) Fill in during the recruitment process for a vacant Board-approved position.
- (2) Fill in while an employee is off on Family Medical Leave or Disability.
- (3) Fill in while an employee is on an unpaid Leave of Absence.
- (4) Fill in while an employee is on Sabbatical.
- (5) Used to demonstrate the need for a full-time position prior to taking the request to the Board of Trustees.

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- (6) Fill external/grant funded positions, which may be appointed without competitive recruitment based on the personnel needs of the grant. If permanent funding becomes available for a Board-approved position, competitive recruitment will be required if competitive recruitment was not conducted at the initial time of hire

The use of temporary employees for faculty positions complies with all of the above criteria except that one (1) employee may not fill the appointment type longer than two (2) consecutive terms.

Temporary employees who are not employed by the College under a contract of employment for a definite period of time are “at will” employees who serve at the pleasure of the President. The “At will” status may only be changed by a written contract for employment for a definite period of time signed by the employee and an authorized College representative.

Externally funded employees will be placed in one of the above temporary employment categories.

- (5) Personnel actions are defined by the following terms and require approval by the appropriate administrator and division Vice President.
 - (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 College’s Policy and Procedures Manual. This position may be filled in one of the following manners:
 - 1. New Hire: The selection and appointment of a person who is not currently employed by the College.
 - 2. 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 abilities.
 - (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.

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The employee, the supervisor, or the Vice President 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.
- (g) Acting: An appointment of an employee for a period longer than two weeks 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 head 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) Demotion: The movement of an employee from his/her current classification and pay to a lower classification and pay.

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1. 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 Amendments Act (ADAAA).
 2. Involuntary Demotion: A demotion that is initiated by the employee's supervisor and approved by the head of Human Resources. This demotion may be for disciplinary reasons.
- (i) Separation of Employment: Any personnel action that results in an employee's separation from employment with the College shall be coded as one of the following:
- Resignation, eligible for rehire
 - Resignation, not eligible for rehire
 - Discharge/Removal/Termination
 - Long – Term Disability (LTD)
 - Disability Retirement
 - Retirement, eligible for rehire
 - Retirement, not eligible for rehire
 - Death
 - Layoff
 - Position Elimination
- (j) Probationary Periods:
- (i) At-will employees do not serve probationary periods.
 - (ii) Probationary periods for employees represented by bargaining units are established in accordance with the terms of applicable collective bargaining agreements.

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(iii) Probationary periods are served upon:

1. Initial appointment.
2. Promotion, except when a position is reclassified.
3. Rehire after resignation, retirement or termination.
4. Lateral change to a different classification.

(iv) Probationary periods are not served:

1. When a position is reclassified and the incumbent has previously successfully completed a probationary period in the position being reclassified.
2. Upon recall from layoff and the employee has previously successfully completed a probationary period for the classification.
3. Upon reinstatement from disability separation to the same classification.
4. Upon demotion.

(v) Conditions of probationary period:

1. An employee serving a probationary period is not eligible to apply for other College positions.
2. Time spent on a layoff or any leave that exceeds five days will not be calculated as part of the probationary period.

(vi) Performance Management, Demotion and Termination:

1. Managers/supervisors must provide coaching and feedback during the probationary period.
2. Managers/supervisors must provide an informal performance review prior to the end of the probationary period.
3. An employee may be terminated or demoted for unsatisfactory performance during a probationary period only by direct action of the president or the president's designee
4. The head of human resources may approve an extension of a probationary period in lieu of termination. Such extensions shall not be for more than 60 days.
5. The effective date of termination or demotion must be on or before the last day of the probationary period.
6. An employee whose performance is unsatisfactory during a promotional or lateral probationary period may be returned to the former classification.
7. Terminations or demotions from a probationary period cannot be appealed to the state personnel board of review.

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(vii) Length of Probationary Period

1. The probationary period for bargaining unit members is determined by the collective bargaining agreement.
2. The standard original appointment probationary period for non-bargaining employees is 180 calendar days. The probationary period is completed at midnight on the 180th day.
3. The office of Human Resources determines length of probationary periods by classification, not to exceed one year.
4. The standard lateral or promotion probationary period for non-bargaining employees is 90 calendar days. The probationary period is completed at midnight on the 90th day.

(6) 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 (See Policy 3-02 and related Procedure 3-02 (G)).
- (b) **Promotion:** The employee shall receive the base of the targeted hiring range for the new position or a five percent increase in salary, whichever is greater.
- (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.

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- (f) Interim: If the “interim” position is higher than the employee’s current classification, the employee will be paid at the level of the base of the pay range or a five percent increase in salary, whichever is greater than the employee’s current salary. If the “interim” position is the same or a lower classification than the employee currently holds, then no salary change will apply.
- (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 acting appointment shall be paid at the level of the base of the pay range of the classification or a five percent increase in salary, whichever is greater, during the period of “acting.” If the appointment is to a position of the same or lower pay range than 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 compensation within the hiring range of the new classification shall be established by the Vice President of the division, in consultation with the head of Human Resources.

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