

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

EMPLOYEE DEFINITIONS

Effective March 28, 2013

Policy No. 3-01

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- (A) A full-time employee is employed in a Board-approved position. Procedure 3-01 (F) defines the three employment categories for full-time employees: (1) Staff; (2) Administrative (Managerial) and Professionals; and (3) Faculty. The college is authorized to make reallocations of Board-approved 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 in a non-Board-approved position working twenty-nine (29) hours or less 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. Work study positions are managed by the Career Services Office and are compensated on an hourly basis. See Policy and Procedure 7-07.
- (D) A temporary employee is employed in a non-Board-approved position that is up to one (1) year in duration and may be renewed by the President or designee as needed.
- (E) An externally funded employee is employed in a non-Board-approved position that is funded from a source other than the unrestricted general fund resources of the college. Due to the nature of the funding (commonly contracts or grants), externally funded employment terms may differ in employment conditions and/or restrictions from those applied to employees in a Board- approved position.
- (F) The President will establish procedures that define work categories.

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

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