

## 7. NEW BUSINESS

### **7.4. POLICY 928 – CLASSIFICATION OF EMPLOYEES – REVISED – SECOND READING**

Policy 928 – Classification of Employees is presented for revised Second Reading. The revisions to this policy provide current and clearer definitions of employee classifications.

The policy revisions have been reviewed by the College’s legal counsel and shared governance system.

Recommended changes are highlighted in red and reflect changes presented as the First Reading. There are no revisions for the Second Reading.

**Recommendation:** Approve the revised Policy 928 – Classification of Employees.

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### 928 CLASSIFICATION OF **STAFF** EMPLOYEES

The College classifies employees for the purposes of compensation, benefits administration, accounting and reporting procedures:

#### A. Regular employees

1. Regular employees may be appointed by the Board of Trustees or employed pursuant to a notice of assignment. Regular employees may be professional, ~~or~~ administrative, classified or specialists.
2. Work year and schedule
  - ~~a. Regular Employees may be employed in a year-round, nine month (36 work weeks) or ten-month (40 weeks) position.~~
  - a. Regular employees may be full or part-time.
    - i. Full-time employees are scheduled to work at least 40 hours during the established work week. **The full-time equivalency (FTE) is 1.00.**
    - ii. Part-time employees are scheduled to work at least 20 hours on average per week but less than 40 hours on average per week during the established work week. **The minimum full-time equivalency (FTE) is 0.50.**
  - b. **Regular employees may be employed in a twelve-month (52 weeks), ten month (40 weeks) or nine months (36 work weeks) position.**

#### B. Other employees

1. Part-time ~~under 20 flex~~ employees are scheduled to work (1) less than 20 hours per week on average during the established work week; or (2) on an as needed basis in academic, student or performing arts program support based on fluctuating academic, student, or program needs. Part-time ~~under 20 flex~~ employees are employed **under at-will work arrangement pursuant to a notice of assignment.** **The maximum full-time equivalency (FTE) is 0.475.**
2. Temporary employees are hired and retained **under at-will work arrangements pursuant to a notice of assignment** for short-term special projects and seasonal work in accordance with the needs of the College. The College may utilize the services of temporary staffing agency workers in lieu of direct hiring temporary employees.

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3. Grant-funded employees are hired for a specific period of time to complete special projects funded in whole or in part by an external agency for a specific and restricted purpose. Grant-funded employees may be administrative, professional, classified, or specialist personnel, and may be appointed by the Board of Trustees ~~or and~~ employed pursuant to a notice of assignment ~~or at-will work arrangements based on full-time equivalency (FTE)~~. A determination by the Board or the external agency discontinuing the grant funding for the applicable a project or program constitutes cause for the termination of the grant-funded Employee's employment. The College will provide written notice of termination of employment to all affected grant-funded employees.
4. Student workers are enrolled in College courses and are hired on a ~~temporary~~ short-term basis under guidelines established by the College. Student workers are employed ~~under at-will work arrangements. pursuant to a notice of assignment.~~

### C. Eligibility for benefits

1. Regular employees
  - a. ~~Full-Time~~—Full-time regular employees shall participate fully in all ~~staff~~ benefits. The accumulation of paid leave benefits, such as vacation, health leave and eligibility for holiday pay, is suspended during periods of non-employment, such as academic breaks and the summer months, for full-time nine- and ten-month employees.
  - b. ~~Part-Time~~—Part-time regular employees shall participate in ~~these staff paid leave benefits detailed in Board Policy 939 on a pro rata basis. ∴ vacation, health leave, and tuition waiver and reimbursement. Part-time regular employees are eligible for holiday pay on holidays that fall on days that they would otherwise be scheduled to work.~~ Part-time regular employees may participate in other staff benefit programs as detailed in the appropriate Board policies or in compliance with federal or state laws. ~~Part-time regular employees~~ shall not be eligible to participate in any ~~other~~ benefit programs at the College ~~unless specifically directed by Board policy or law.~~
  - c. If benefit program eligibility for regular full-time or part-time employees is defined differently in a collective bargaining agreement, the definition in the collective bargaining agreement applies to employees covered therein.

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### 2. Other employees

- a. ~~Part-Time Flex~~—Part-time ~~under 20 Flex~~ employees shall participate in paid personal leave benefits by law. ~~are not eligible to participate in any benefits program at the College, including tuition reimbursement, tuition waiver, health insurance or paid time off.~~ Part-time ~~under 20 flex~~ employees are eligible to register for classes and programs at the College at the in-district rate. ~~Part-time under 20 employees shall not be eligible to participate in any other benefit programs at the College unless specifically directed by Board policy or law.~~
- b. ~~Temporary Employees~~—Temporary employees are not eligible to participate in any benefits programs at the College, ~~unless specifically directed by Board policy or law. including tuition reimbursement, tuition waiver, health insurance or paid time off.~~
- c. ~~Grant-Funded Employees~~—Grant-funded employees are eligible to participate in ~~for salaries and~~ benefits programs based on FTE and as specifically directed by Board policy or law. ~~only as specified in their individual employment contract or notice of assignment.~~
- d. ~~Student Workers~~—Student workers are not eligible to participate in any benefits programs at the College, ~~unless specifically directed by Board policy or law. including tuition reimbursement, tuition waiver, health insurance or paid time off.~~

Adopted 03/21/1978  
Amended 06/29/1979  
Amended 04/26/2016  
Amended XX/XX/2026