

HAYWOOD COMMUNITY COLLEGE	HUMAN RESOURCES EMPLOYEE CLASSIFICATIONS AND WORKLOADS	Policy No. 3.1.3
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I. EMPLOYMENT CLASSIFICATIONS

- A. Full-time Employee – any individual who occupies a College designated full-time position working 40 hours per week. All full-time positions are classified as either full-time curriculum or full-time non-curriculum and exempt or non-exempt. Full-time curriculum employees receive contracts for nine month periods within a fiscal year and may be contracted on a month-to-month basis per instruction needs.
- B. Part-Time Employee with Benefits – any individual who is employed for 30 to 39 hours per week for at least nine months per year. All part-time employee with benefits positions are classified as either part-time curriculum or part-time non-curriculum.
- C. Part-Time Employee – any individual who is employed for less than 30 hours per week. All part-time employee positions are classified as either part-time curriculum or part-time non-curriculum.
- D. Full-time, Temporary Employee – any individual who is employed in a full-time position (i.e., 40 hours or more per week) but the job is temporary (i.e., generally less than six months except in extraordinary situations). All full-time, temporary employees are classified as exempt or non-exempt. For purposes of the Affordable Care Act only, any full-time, temporary employee who is anticipated at the date of hire to work in excess of three (3) months during the academic year is considered a full-time employee for purposes of an offer of health insurance.
- E. Part-time, Temporary Employee – any individual who is employed in a part-time position (i.e., less than 30 hours per week) but the job is temporary (i.e., generally less than six months except in extraordinary situations).

II. WORKLOADS

The President is hereby authorized to develop administrative procedures to establish workloads consistent with this Policy.

Adopted: 02-06-2017