Overview

This Administrative Rule outlines the College guidelines regarding Employment Classifications.

Applicability

CGCC non-union employees.

Administrative Rule Statement

CGCC has established the following categories for both nonexempt and exempt employees:

- **Regular, full time**: Employees who are regularly scheduled to work a full-time schedule of a minimum of 40 hours per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.

- **Regular, part time**: Employees regularly scheduled to work less than the full-time schedule but not to exceed an average of 25 hours each week. Regular, part-time employees are eligible for some of the benefits offered by the College subject to the terms, conditions and limitations of each benefits program.

- **Temporary, full time**: Employees who are hired to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work a full-time schedule for a limited duration not to exceed 12 consecutive months. Employment beyond any initially stated period does not in any way imply a change in employment status. Generally, these employees
are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.

- **Temporary, part time:** Employees who are hired to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than 25 hours per week on average for a limited duration not to exceed 12 consecutive months. Employment beyond any initially stated period does not in any way imply a change in employment status. Generally, these employees are not eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.

- Benefit eligibility is outlined in the Benefit Summary located on the Payroll and benefits web page. Benefit packages are subject to terms, conditions and limitations of each benefit program.

**Nonexempt employees** are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

**Exempt employees** are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

**Definitions**

None

**Interpretation of Administrative Rule**

Chief Operating Officer

**Cross Reference to Related Administrative Rules**

None
Further Information

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Strategic Direction

KFA 3: Faculty and Staff

Appendix

None