



Ohio Administrative Code Rule 3358:5-3-01 Categories of employment.

Effective: May 6, 2025

The purpose of this policy is to have defined employee categories that are applied in a consistent manner for the college.

(A) Definitions:

Employee - The designation "employee" applies to any individual who is listed on the college's payroll.

Adjunct Faculty - The designation "adjunct faculty" are instructional faculty who are employed on a semester-by-semester basis and work less than a full-time load. Adjunct faculty on a salary contract may teach up to twelve contact hours in fall semester, twelve contact hours in spring semester and eight contact hours in summer semester. Adjunct faculty on an hourly (time-sheet) contract may teach up to an average of twenty-seven hours per week per semester. Adjunct faculty who teach on both a salary and an hourly contract should consult with a full-time faculty coordinator or school dean regarding their teaching assignments to ensure they do not exceed the limits.

Exempt and non-exempt - The terms exempt and non-exempt refer to the status of a position under the federal wage and hour laws. Specifically, non-exempt positions are eligible for overtime pay under the Fair Labor Standards Act, and exempt positions are exempt from the overtime provision of the law. Exempt staff may also teach for the college as long as they teach outside their normal work hours and abide by the teaching limits imposed on adjunct faculty.

Full-time employee - The designation "full-time employee" applies to any person employed for the full work week of forty hours or two thousand eighty hours per year and not covered under the definition of faculty.

Full-time faculty - The designation "full-time faculty" applies to all full-time faculty members who facilitate student learning. Full-time faculty work one hundred seventy three contract days during the



academic year (August - May). In some instances, full-time faculty work under a twelve month contract, as determined by academic affairs.

(1) Multiple-year contracts

(a) Upon completion of four years of service to the college under single-year contracts, faculty members may be nominated by their school administrator for a multiple-year contract. Upon the completion of two two-year contracts, faculty members may be offered a three-year contract. Subsequent contracts may be offered for one, two or three years as recommended by the president and approved by the board of trustees. Faculty that hold the rank of professor may be granted a five-year contract if specific circumstances are met. Some of those circumstances may include: recommendation from the academic dean, review of previous end of year reports, and review of evaluations. All contracts must be approved and recommended by the president and approved by the board of trustees.

(b) A multiple-year contract indicates a commitment of service to the college but does not guarantee that appointments, such as program coordinator, will be included in one particular position. If the position of employment changes, the salary shall be recomputed at the same daily rate of pay.

(c) Upon approving the divisional administrator's recommendations for a multiple- year contract, the provost and vice president of academic affairs forwards their recommendations to the president. The president takes the recommendations to the board of trustees for formal approval.

(d) Any eligible faculty member not recommended for a multiple-year contract may request a hearing with the school administrator. Any further review shall be conducted in accordance with procedures set out in the grievance procedures.

(e) Faculty members whose salary is funded by a grant or third party will receive one-year contracts with the employment contingent on the continuance of the funding.

(B) Definitions:

Intern - The term "intern" refers to a person who works, with or without pay, in order to gain work



experience.

Part-time employee - The designation "part-time employee" includes any individual employed less than thirty hours per week and not covered under the definition of "faculty."

Student employee - The term "student employee" is a person who is currently enrolled as a student at the college and is employed in a part-time, hourly position on campus utilizing either federal or college work study funding.

Substitute employee - The term "substitute employee" applies to those employees who are hired for a limited period to perform specific tasks for the convenience of the college.

Supplemental staff - The designation "supplemental staff" refers to persons teaching credit or non-credit courses in the continuing educations, business and industry units.

Temporary employee - The designation "temporary employee" applies to those employees who provide non-teaching services and are typically contracted through a staffing agency on an as-needed basis per semester.

Volunteer - The designation "volunteer" applies to those who perform hours of service for the college without promise, expectation or receipt of compensation for services rendered. Volunteers are not employees of the college.