

**3358: 14-3-01 Employee definitions.**

An employee is defined as any person holding a position that is subject to appointment, removal, promotion, or reduction by the board of trustees. Employees do not include student workers.

(A) A full-time employee is employed in a board-approved position and normally works forty-hours a week; unless otherwise defined in a collective bargaining agreement. Exceptions are board approved.

(B) A part-time employee is employed in a board-approved position normally working less than twenty-five hours a week. Exceptions are board approved.

(C) An adjunct instructor is an employee that works less than twenty-nine hours a week and is employed in a board-approved position for duration of one semester or less. Appointments may be renewed for additional semesters.

(D) A temporary employee is employed in a board-approved position that is expected to be six months or less in duration.

(E) A substitute employee is an employee who is employed to fill a full-time or part-time position on a per diem/hourly basis while the regular employee is absent or on approved leave.

(F) An externally funded employee is employed in a non-board-approved position which is not funded from the unrestricted general fund resources of the college. Due to the nature of the funding (commonly contracts or grants), externally funded employment is subject to special employment conditions and/or restrictions.

(G) The president will establish procedures that define work categories.

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

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Certification

03/04/2015

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Date

Promulgated Under: 111.15  
Statutory Authority: 3358  
Rule Amplifies: 3358