

Policy: 5.51

Employment Categories

Purpose

It is the intent of Kansas City Kansas Community College (KCKCC) to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Policy Statement

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws.

- **Non-exempt** – employees whose work is covered by the Fair Labor Standards Act (FLSA). Non-exempt employees are entitled to minimum wage and overtime under the provisions of federal and state laws.
- **Exempt** – employees that are exempt from minimum wage and overtime provisions of the FLSA. The nature of exempt work may require exempt employees to work more than regularly scheduled hours in a work week.

An employee's exempt or non-exempt classification may be reviewed and changed only upon written notification from the Human Resources Department.

Employment Classifications/Definitions:

Administrator

Administrators are employees that include the president of KCKCC, vice presidents, chief officers and deans. These employees are responsible for planning, organizing, directing and evaluating their departments.

Full-time staff

A full-time staff employee is one who is regularly scheduled to work forty (40) or more hours in a week. There could be specific exceptions that would allow for a deviation to the 40 or more hour work week, due to college approved business-related needs.

Part-time staff

A part-time employee is regularly scheduled for less than 29 hours per week in a position expected to be active for more than 6 months.

Temporary staff

A temporary employee is one whose position will be active for less than 6 months. Temporary employees are those that are hired to complete short-term assignments.

Full-time faculty

A full-time faculty member is one whose salary is determined by either the 182 or 212 day salary schedule in the Master Contract.

Adjunct Faculty

A part-time faculty employee who regularly teaches ten (10) credit hours or less on a semester by semester basis. Employees are assigned responsibilities based on credit hours.

Acting Appointment

An acting appointment is defined by an employee filling a position on a temporary basis until the permanent full-time employee is expected to return to work.

Interim Appointment

An interim appointment is defined by an employee filling a vacant position on a temporary basis until a competitive search process is completed.

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