

STAFFING DEFINITIONS AND GUIDELINES

An employee may not work in another employment classification without authorization. Special circumstances will be addressed on a case by case basis and must have approval by Human Resources.

GENERAL TERMS

1. **College employee:** An individual with whom the college has established an employer/employee relationship, excluding positions funded by Title IV, Work Study or a General Fund Student Employee Budget Allocation.
2. **FLSA:** Fair Labor Standards Act, the federal wage and hour law codified as 29 USC § 201, *et seq.*
3. **Exempt employees:** Employees who are exempt from minimum wage and overtime requirements as allowed by the FLSA and Oregon wage and hour law. Common exemptions include employees that qualify as executive, administrative or professional employees.
4. **Non-exempt employees:** Employees that are not exempt from minimum wage and overtime requirements of the FLSA and Oregon Wage and Hour law.
5. **MASSC:** Acronym for employees that are managers, administrators, supervisors, specialists or confidential.
6. **Regular employee:** All faculty and classified employees covered by a collective bargaining agreement, and all MASSC employees.
7. **Remote work:** Remote work is only allowed under the following circumstances and subject to review by Human Resources:
 - a. Adjunct Faculty (previously referred to as part time faculty) appointments may work remotely teaching solely online courses as long as they reside in the State of Oregon; or
 - b. Exempt or Confidential employees may work remotely while traveling on College business; or
 - c. Exempt or Confidential employees may work remotely on special projects with supervisor approval.

MASSC

1. Managers, administrators, supervisors, and specialists are exempt employees.
2. Confidential employees are non-exempt employees.
3. Positions .50 FTE to .79 FTE are eligible for employee-only coverage as outlined in Administrative Policy and Procedure 7031.
4. Positions .80 FTE and above are eligible for employee plus dependent coverage as outlined in Administrative Policy and Procedure 7031.
5. MASSC may receive temporary **or** annual contracts in accordance with Administrative Policy and Procedures 7032 and 7033.

FACULTY

FULL-TIME:

1. Full-time faculty are covered by a collective bargaining agreement which outlines all workload and employment matters that are applicable to their assignments.
2. Full-time faculty are those faculty members employed to work more than 50% on 10, 11 or 12 month annual contracts. Full-time faculty may be employed in Tenure Track, Tenured, Visiting, and Lecturer appointments.

FULL-TIME (cont.):

3. Each faculty employee will receive an appointment agreement for each academic year.
4. Full-time faculty are considered 1.0 FTE and are eligible for employee and dependent health insurance coverage as outlined in the applicable collective bargaining agreement.

PART-TIME:

1. Part-time faculty are not covered by a collective bargaining agreement.
2. Part-time faculty are employed to work on a term by term contract.
3. Part-time faculty are not eligible for college health insurance coverage unless they meet the criteria set forth by OAR 111-070-0001(1) and/or the Affordable Care Act (ACA).

CLASSIFIED

FULL-TIME (32-40 hours)

1. Full-time classified employees are covered by a collective bargaining agreement.
2. Full-time classified employees are eligible for employee and dependent health insurance coverage as outlined in the applicable collective bargaining agreement.

PART-TIME (20-31 hours)

1. Part-time classified employees are covered by a collective bargaining agreement.
2. Part-time classified employees are eligible for employee health insurance coverage as outlined in the applicable collective bargaining agreement.

PART-TIME (10-19 hours)

1. Part-time classified employees are covered by a collective bargaining agreement.
2. Part-time classified employees are not eligible for college health insurance coverage as outlined in the applicable collective bargaining agreement.

TEMPORARY

Temporary Employee

1. Temporary employees are hired to fill a position for no longer than five hundred twenty (520) hours per fiscal year.
2. Temporary employees under five hundred twenty (520) are not covered by a collective bargaining agreement. Temporary employees exceeding five hundred (520) hours per fiscal year shall receive benefits outlined in the collective bargaining agreement.
3. Temporary employees may work in multiple temporary positions.

Temporary Position

1. A temporary position is for a duration of not more than five hundred twenty (520) hours per fiscal year.
2. A temporary position is created for special projects with Federation agreement or when a bargaining unit position is vacant (1) due to authorized leave or (2) while the recruitment is being conducted to fill the position.
3. An employee in a temporary position exceeding five hundred (520) hours per fiscal year shall receive the benefits outlined in the collective bargaining agreement.

STUDENT EMPLOYMENT – EXTERNS, GENERAL EMPLOYMENT, MISC.

1. General Student Employment is not covered by a collective bargaining agreement.
2. These are employment opportunities for currently enrolled students only.
3. Students generally work more than 20 hours in a week/100 hours a month or less; limited to 520 hours in a fiscal/academic year.
4. Externships are in conjunction with an approved academic program and are for a specified number of hours of work directly related to the program of study.

STUDENT– FEDERAL WORK STUDY, ATHLETIC WORK STUDY, OR AID-FUNDED GENERAL STUDENT EMPLOYMENT

1. FWS, AWS, and GSE are aid-funded employment opportunities.
2. Students generally work 12 to 20 hours per week as determined by award type in any given week or as adjusted by their Financial Aid award package.

TUTORS, MODELS, INSTRUCTIONAL AIDS

1. Instructional support temporary positions generally work 25 hours a week/129 hours in a month or less; limited to 520 hours in a fiscal/academic year.

In general, they should not be regularly scheduled and work on an as-needed basis.

RETIRED PERS EMPLOYEES

1. A PERS retiree may have an hour restriction in order to maintain their retirement benefits until full retirement age (this varies). For most PERS retirees, this is 1,039 hours in a calendar year. However, for OPSRP retirees, there has to be a break in service before working again for the College. Please contact PERS for direction in these matters.
2. A PERS retiree may be employed in any of the above staffing areas. The guidelines associated with that staffing definition will apply unless there is a PERS/OPSRP hour limitation.

Adopted as APP 7026: January 15, 2020