

## POLICY ON DEFINITIONS (Revised 2/23/22)

### A. State Regulations:

A requirement, policy or procedure adopted by the Illinois Community College Board; requirements set forth in the Illinois Public Community College Act; and "Standard" included in the operating manuals on specific topics approved by the Illinois Community College Board.

### B. Policy:

A requirement or general statement of principle adopted by the Highland Community College Board to be followed by the Board and all employees of the college until modified by official Board action. While not having the legal effect of a State rule, policies shall carry the full authority of the Board for the effective operation of the College.

### C. Procedure:

The plans, steps, and/or requirements to implement the policies of the Highland Community College Board. A procedure shall be open to review periodically by the Highland Community College Administration. Procedures would presume adherence except for demonstrated cause as approved by the administration.

### D. Guideline:

General statements, recommendations, or instructions which outline a suggested model or approach to situations. While not mandatory, guidelines may act as a unifying vision for institutional best practices.

### E. The categorization of employment status, pay status and employee classification is defined below in order to facilitate consistency in communication, personnel and payroll record-keeping systems, classification and compensation, application of benefit programs, and meeting reporting requirements.

#### 1. Employment Status:

##### a. Regular Full-Time Employee

A regular full-time employee is one who is employed 40 hours per week for at least nine months of the year. For faculty, full-time load is determined by Faculty Load section in the most up-to-date Faculty Union Contract.

##### b. Adjunct

Refers to faculty who teach more than 9 contact hours up to a maximum of 13 contact hours. For faculty, adjunct load is determined by the Faculty Union

Contract and is subject to change. Please refer to the most up-to-date Faculty Union Contract for contact hour limits.

c. Regular Part-time Employee (Benefit Eligible)

A regular part-time employee (Benefit Eligible) is one who is employed 32 hours per week. These employees are eligible for insurance benefits, and generally work 12 months out of the year.

d. Regular Part-Time Employee

A regular part-time employee is one who is employed 28 hours per week or less. These employees generally work 12 months out of the year.

e. Part-Time Limited Employee

A part-time limited employee is one who is employed for 28 hour hours per week or less, or who teaches 9 or less contact hours per semester as an instructor. These employees are employed on limited term assignments, usually on a semester to semester basis (i.e., paraprofessionals, office technology lab assistants, part-time instructors, etc.). For faculty, part-time load is determined by the Faculty Union Contract and is subject to change. Please refer to the most up-to-date Faculty Union Contract for contact hour limits.

f. Temporary Full-Time Employee

A temporary full-time employee is one who works 40 hours per week for a specific period of time in a job designated as temporary, with the understanding that the employment will be terminated as of a specific date or upon completion of a specific assignment. Employees normally work fewer than 90 consecutive calendar days. The College reserves the right, however, to extend the Temporary status period. These employees are not eligible for benefits such as life insurance and long-term disability insurance, but may be eligible for health insurance. Temporary full-time faculty are contracted to fill a short-term need for faculty for a specified period of time, or to replace a regular faculty member on leave. Per the Faculty Union Contract, temporary full-time faculty are eligible for full-time benefits available to regular full-time faculty (excluding long-term disability insurance).

g. Temporary Part-Time Employee

A temporary part-time employee is one who is employed 28 hours per week or less, with the understanding that the employment will be terminated as of a specific date or upon completion of a specific assignment. Employees normally work fewer than 90 consecutive calendar days. The College reserves the right, however, to extend the temporary status period.

h. Seasonal

Employees who are hired for a period of time to support a specific HCC seasonal activity (coaches, grounds workers or summer camp workers) and may not work more than 28 hours per week.

2. Pay Status:

a. Exempt

Refers to employees who are considered exempt from the wage and overtime provisions per the Fair Labor Standards Act. Normally, these employees are administrative, professional, and faculty employees.

b. Non-exempt

Refers to employees who are subject to the minimum wage and overtime provisions per the Fair Labor Standards Act, and are paid on an hourly basis.

3. Employee Classification:

a. Administrative

Executives and officers of the College who manage, conduct, and administer programs, staff, and operations. Administrative employees are director level or above, exempt, and placed at 33 or higher on the salary schedule. Administrative employees include the president, vice presidents, deans, and some director level positions. These employees are paid on a salaried basis not dependent upon hours worked, and are exempt from provisions of the Fair Labor Standards Act.

b. Exempt Professional

Exempt employees in professional/technical, academic administrative, and teaching exempted positions. Professional/technical staff have specialized skills but may not directly support the process of teaching. Academic administrative staff are employees whose primary duty is performing administrative functions directly related to academic instruction or training. Non-faculty whose “primary” duty is teaching, tutoring, instructing (including coaching) or lecturing in the activity of imparting knowledge, are professional employees under the teaching exemption. These employees are paid on a salaried basis not dependent upon hours worked, and are exempt from provisions of the Fair Labor Standards Act.

c. Non-exempt Professional

A non-exempt professional is an employee who meets the professional exemption duties test (other than teaching) under the Fair Labor Standards Act, however, they do not meet the salary requirements test. These employees must track and record actual time worked, and are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.

d. Faculty

Responsibilities involve instruction and/or other duties closely aligned with academic programs. These employees are paid on a salaried basis not dependent upon hours worked, and are exempt from provisions of the Fair Labor Standards Act.

e. Classified

Responsibilities involve a supporting role to the College's administrative or academic functions. These positions are non-exempt and covered by provisions of the Fair Labor Standards Act.

f. Student Worker

Employees hired through programs administered by the Financial Aid Office and the Career Services Office as well as some individual offices such as Math Achievement Center and the Success Center, and who are enrolled in and regularly attending classes at HCC. The student's primary purpose for being at HCC is to further his/her education. Student employment is part-time, temporary and incidental to the pursuit of an education. Student employees work 20 hours per week or less; and may work up to 28 hours per week during semester breaks and summer dependent on available hours. These positions are not benefit eligible.

F. Grievance Procedures:

A grievance is defined as a claim of an individual employee, as well as a group of employees, that the employee's rights according to Board Policy have not been respected.