ADMINISTRATIVE PROCEDURES

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PURPOSE

This procedure establishes the development and maintenance of employment position categories and the alignment with a pay grade in the Salary Schedule.

PROCEDURE

1. POSITIONS HELD BY EMPLOYEES AS PRIMARY ASSIGNMENTS - Each position will be categorized as administrator, faculty, exempt (professional/managerial) or non-exempt (classified). When positions are approved, Human Resources will assign a position number with the first character signifying the category, “A”, “F”, “E”, or “N”.

A. ADMINISTRATORS – New administrator positions will be assigned grades 1 through 7. Typical duties and responsibilities include:

   (1) Supervising and evaluating other employees;

   (2) Recommending the employment/termination of other employees;

   (3) Managing College fiscal resources and facilities; and

   (4) Participating in the planning, development and utilization of College personnel, resources and facilities.

B. FACULTY MEMBERS - New faculty positions will be assigned grade III. Incumbents of faculty positions will be assigned a grade commensurate with their credentials. Typical duties and responsibilities include:

   (1) Teaching;

   (2) Library and library-related areas; and

   (3) Counseling.

C. EXEMPT (PROFESSIONAL/MANAGERIAL) - New exempt positions may be assigned grades E through I. Typical duties and responsibilities include:
(1) Performing duties that require specialized knowledge and training that is generally acquired from either educational courses at the university/college level or job-related experience;

(2) Utilizing discretion and independent judgment in the performance of job duties;

(3) Advising, analyzing, consulting, designing, and researching in a specialized area; and

(4) Performing duties in areas of either academic support, student support or institutional support.

(5) Performing duties that involve the design or application of computers and related systems.

D. NON-EXEMPT (CLASSIFIED) - New non-exempt positions may be assigned grades H through L. Typical duties and responsibilities include performing assignments that involve either:

(1) Routine manual, mental or physical processes; or

(2) Standardized duties.

2. POSITIONS HELD BY EMPLOYEES AS PART-TIME ASSIGNMENTS.

A. NON-FACULTY STAFF – These positions will be designated as non-exempt and assigned grades 1 through 5 with “Z” as the first character in the position number.

B. ADDITIONAL - To facilitate the management of certain additional part-time duties performed by employees, positions may be created in these categories and are not associated with a particular grade.

(1) Overload - Designated with a “L” position number.

(2) Program Manager - Designated with a “K” position number.

(3) Inactive - Designated with an “I” position number.

History: Replaces Procedure 2.001, Employment Category, dated August 8, 1994.