

# ADMINISTRATIVE PROCEDURES

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| <b>Title: EMPLOYEE CATEGORIES</b>   | <b>Identification:</b> 3.01                               |
|   | <b>Page:</b> 1 of 3                                       |
|   | <b>Effective Date:</b> July 1, 2007                       |
| <b>Authority:</b><br>SBE 6A -14.0261<br>F.S. 1001.64; 1001.65<br>HCC Rule 6HX-10-3.09 | <b>Signature/Approval:</b><br>Dr. Gwendolyn W. Stephenson |

## 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.

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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.

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- (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.

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