

## Employee Classification and Status

### OPERATIONAL POLICY STATEMENT

#### Employee Classifications

Yavapai College has the following employee classifications. Benefits may vary by employee classification so it is important that employees understand their classification at the time of hire.

All College positions are classified into one of three categories:

1. **Faculty:** Positions providing academic instruction and service by teaching courses, as indicated in the job description.
  - a. Regular full-time (exempt): are appointed pursuant to categories listed below and are assigned load hours per academic year in accordance with Operational Policy 2.34 (Workload for Full Time Faculty) and standards as set forth in Operational Policy 2.21 (Performance Expectations and Corrective Action).

	Teaching load	Period	Duration
<b>Professors (Continuing Contract)</b>	30 load hours per academic year	Successfully met provisional requirements; funds available	9 or 12 months
<b>Associate Professors (Provisional)</b>	30 Load hours per academic year	3 years, but may be extended to 4	9 or 12 months
<b>Temporary</b>	A semester long appointment; base of 15 load hours		
<b>Adjunct</b>	Appointment course by course up to 10.2 load per semester (summer, fall or spring) not to exceed 25.5 load hours per year		Varies

2. **Staff:** Support positions providing leadership and management, professional, technical, administrative, clerical and trades work, as indicated in the job description.

	<b>Exempt/ Non Exempt</b>	<b>Duration</b>	<b>Schedule</b>	<b>Months per year</b>	<b>Temporary Position of limited duration to fill defined need</b>
<b>Full time</b>	Both	Regular schedule	More than 30 hours per week	9 - 12	
<b>Temporary FT</b>	Both	Regular schedule	30 or more hours		X
<b>Regular Part Time</b>	Non Exempt		20-25 hours per week	Hours during academic year, agreed upon during summer	
<b>Temporary Part Time</b>	Both		Less than 19.75 hour		X

3. **Student Employees:** Support positions available to Yavapai College Students:

<b>Student (in Federal Work Study or enrolled in 6 credit hours)</b>	Non Exempt		No more than 25 hours per week		
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## **OPERATIONAL POLICY HISTORY**

Formerly Policy 2.2.1: Terms of Employment, Adopted 1/25/00

Revised 8/5/08

Revised 1/4/2010

Revised 8/15/2011

Revised 12/6/2011

Revised 2/26/2016

Renumbered to Policy 2.01 in 10/2014 Revised 2/8/18

Revised to "Operational" Policy 3/5/2021

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