



## College of The Albemarle Policy

Policy Number: 3.1.3

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**Title: Employment Classifications and Working Hours**

**Related Policy and Procedures: Procedure 3.1.3.1 Full-Time Instructional Working Hours and Workload; Procedure 3.1.3.2 Part-Time Instructional Working Hours and Workload; Procedure 3.1.3.3 Full and Part-Time Non-instructional Working Hours; Procedure 3.1.3.4 Faculty Titles**

**Division of Responsibility: Human Resources**

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### I. EMPLOYMENT CLASSIFICATIONS

- A. **Full-Time** - Employees hired to work 40 hours per week for at least nine (9) months per year within a fiscal year with benefits. All full-time positions are classified as either full-time instructional or full-time non-instructional and exempt or non-exempt. Full-Time employees may be employed "at will" or with an annual contract for 9 - 12 month periods within a fiscal year and may be contracted on a month-to-month basis per instructional needs. Non-instructional employees may receive annual employment contracts.
- B. **Part-Time Employee with Benefits** - any individual who is employed for 30 to 39 hours per week for at least nine months per year with benefits. All part-time employees with benefits positions are classified as either part-time instructional or part-time non-instructional.
- C. **Part-Time Employee** - any individual who is employed for less than 30 hours per week. All part-time employee positions are classified as either part-time instructional or part-time non-instructional.
- D. **Full-Time, Temporary Employee** - any individual who is employed in a full-time position (40 hours per week) but the job is temporary (i.e., generally less than six months except in extraordinary situations). All full-time, temporary employees are classified as exempt or non-exempt. For purposes of the Affordable Care Act only, any full-time, temporary employee who is anticipated at the date of hire to work in excess of three (3) months during the academic year is considered a full-time employee for purposes of an offer of health insurance.
- E. **Part-Time, Temporary Employee** - any individual who is employed in a part-time position (i.e., less than 30 hours per week) but the job is temporary (i.e., generally less than six months except in extraordinary situations). Adjunct instructors are considered part-time, temporary employees.



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### II. WORKLOADS

The president, or designee, is to develop administrative procedures to establish workloads consistent with this Policy.

June 13, 2023

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N/A

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**Date Approved by Board of Trustees**

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**Date of Last Review**

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**Date of Last Revision**