

SECTION: Human Resources

NUMBER: A-001-01-0004

AREA: General

DATE: 9/1/92

SUBJECT: Employment Classifications

UPDATED: 03/03/2022

## I. PURPOSE

It is the intent of Rocky Mountain College to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by Rocky Mountain College Human Resources Department.

## II. POLICY

The following classifications provide the framework for a fair and equitable administration.

### A. Employment Categories

In addition to the above categories, each employee will belong to one other employment category:

1. REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work Rocky Mountain College's full-time schedule. They are eligible for Rocky Mountain College's benefits package, subject to the terms, conditions, and limitations of each benefit program.
2. REGULAR PART-TIME employees are those who are not assigned to temporary status and who are regularly scheduled to work less than the full-time work schedule, but at least 20 hours per week. Regular part-time employees are eligible for Rocky Mountain College's benefits package, subject to the terms, conditions, and limitations of each benefit program.
3. TEN (10) MONTH employees shall be considered regular employee and are eligible for Rocky Mountain College's benefits package but are not eligible for vacation accruals.
4. PART-TIME employees are those who are not assigned to temporary status and who are Rocky Mountain College regularly scheduled to work less than 20 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of Rocky Mountain College's other benefit programs.

5. TEMPORARY employees are those who are hired as interim replacements to supplement the workforce or to assist in the completion of a project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of Rocky Mountain College's other benefit programs.
6. STUDENT WORK-STUDY employees are based on standards and guidelines established in administering the financial assistance program. These positions are subject to all applicable policies outlined in federal and state regulations. Student status is a condition of employment.
7. FACULTY WITH AN ADMINISTRATIVE APPOINTMENT employee has both faculty status AND has administrative responsibilities of at least 50% as per contractual agreement. Such employees shall be classified as "Staff" and shall be exempt from faculty policies regarding 1) annual evaluation of performance; and 2) grievance. All administrative policies affecting staff shall apply to this group of individuals to include the Academic Vice President, Provost, and the President.
8. FACULTY- TENURED and NON TENURED TRACK employees are contracted and governed by Faculty Policy F-001-01-0010 (Regular Renewal & Non-Renewal of Tenurable and Non-Tenable Contracts)
9. ADJUNCT FACULTY employees are not eligible for benefits.

### III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Provost  
 Chief Human Resources Officer

Review: As deemed as appropriate

### IV. APPROVAL

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 President

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 Chair / Board of Trustees