

College Procedure: 404.1 – Employee Classifications

Policy Reference: 404 – Employment Relationship
Responsible Department: Human Resources
Approval Authority: Cabinet
Procedure Owner: Vice President, Human Resources
Effective Date: 11/15/2012

Version Number: 3
Legal Counsel Reviewed (yes/no): No
Scope: College-wide

Reason for Procedure

To determine an employee's eligibility for benefits based upon the employee's classification.

The Procedure

Exempt

Exempt employees are immune from minimum wage and overtime requirements of the Fair Labor Standards Act (FLSA). Exempt work typically means work that is predominantly intellectual, requires specialized education and involves the exercise of discretion and judgment.

Non-Exempt

Employees are paid either by a wage rate or by a salary that is based on a per hour wage rate and receive time and a half for hours worked beyond 40 hours a week in compliance with the FLSA.

Full-Time/Board-Approved

Contracted Faculty (Exempt) – Employed for a minimum of 174 full working days or full-time teaching assignment.

Salaried (Exempt) – Employed for a minimum of 260 full working days (40 hours per week); or no less than 195 full work days and minimum of 8 hours per day for approved positions such as those affiliated with high school programs. Includes management staff of The Hotel at Kirkwood.

Hourly (Non-Exempt) – Employed for a minimum of 260 full working days (40 hours per week).

Full-Time/Non-Board-Approved

Full-Time Hourly (Non-Exempt) – Employed for a minimum of 36 hours per week on average during fiscal year (includes hourly employees of The Hotel; facilitators at the Truck Driving Range).

Temporary Full-Time (Not eligible for benefits)

Contracted Faculty (Exempt) – Full-time assignment not to exceed four months [per Iowa Code Chapter 20.4(5)]

Salaried (Exempt) and Hourly (Non-Exempt) - Full-time assignment not to exceed one year.

Part-Time (Non-Exempt)

Employed for no more than an average of 28 hours per week over a one-year period effective July 1, 2012. Position may be a year-round position not exceeding these maximum hours or more hours per week on a reduced workday arrangement such as those affiliated with high school programs.

Non-Benefits Eligible Part-Time - Any non-seasonal, non-temporary, non-degree seeking parttime employee who does not meet the benefits eligibility requirements.

Benefits Eligible Part-Time - Employees who have been granted benefits based on the following criteria: They have been employed at Kirkwood as a non-benefit eligible part-time employee for a minimum of 1,000 hours during the prior fiscal year. To maintain eligibility, these minimum requirements must be met each fiscal year.

Temporary/On-Call – Individuals scheduled to work sporadically throughout the year or for a specific period of time not to exceed one year. Individuals are not eligible for benefits.

Student – Degree-seeking Kirkwood students.

Adjunct

Instructional staff whose teaching load does not exceed one-half time (15 credit hours) for two full semesters. This includes individuals whose position, if full-time, would be covered by the Kirkwood Faculty bargaining agreement (counselors, librarians, high school completion, ESL).

Seasonal (Non-Exempt)

Employees hired on a short-term basis (maximum of six months continuous employment) for the purpose of providing services only required during particular times of the year shall be known as Seasonal Employees. These employees may work a maximum of six months of full work days.

Revision Log

Table 1 Revision Log

| Version Number | Date Approved | Approved by | Description of Change |
|----------------|---------------|-------------------------------------|-----------------------|
| 1 | 11/15/2012 | Jim Choate, Vice President, Finance | New procedure |
| 2 | 05/10/2017 | Mick Starcevich, President | New template |
| 3 | 06/26/2019 | Cabinet | Procedure template |