

Board adopted 11/20/14, amended 9/10/20, amended  
Cabinet adopted  
8/8/2023 Reaffirmed in 2023

### Definition of Employees Policy

'Full-time employee' shall mean any employee who works 40 hours per week and whose position description indicates such position is continuous on a fiscal year basis. 'Full-time employees' shall receive benefits in accordance with policies and procedures of the College.

'Part-time employee' shall mean any employee who works less than 30-28 hours per week. 'Part-time employees' do not receive benefits.

A subsection of part-time employees, 'continuous part-time' employees' shall be defined as a part time employees who regularly works more than 28 hours per week in a fiscal year. An annual report of part time hours will determine which employees (not positions) are eligible for the CPT classification for the current fiscal year. This subsection is subject to availability of budget funds and may receive limited benefits. Limited benefits are in accordance with policies and procedures of the College. have worked a minimum of 1,250 hours during the prior fiscal year. A report of part time hours (run annually in July) will determine who is eligible for the CPT classification for the current fiscal year. The college may add employees to this category subject to availability of budget funds.