

### **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.

'Continuous part-time' employees shall be defined as part time employees who 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. From the list of those who are eligible, the college may add or remove employees from this category subject to on-going need.

'Part-time employee' shall mean any employee who works less than 30 hours per week.

The College President recommends acceptance of the noted policy change.