

CLASSIFICATION OF PERSONNEL

A faculty member is a full-time instructor or librarian who has the minimum qualifications established by the Alabama State Board of Education and whose salary is derived from Schedule D adopted by the Alabama Board of Education.

An administrator is any professional staff person whose salary is determined from Salary Schedules A, B, C1, C2, or C3 adopted by the Alabama State Board of Education. (*Appendix RR*)

A support person is any support or technical staff person whose salary is determined from Schedules E or H adopted by the Alabama State Board of Education, or who is paid on an hourly basis.

All new employees are required to complete the appropriate paper work, which may be found in the Personnel Office or the Campus Associate Dean's Office. Having this paperwork completed and turned into the Personnel Office is essential to new employees being paid in a timely manner. (*See Appendix Q for Full-Time Employees and Appendix R for Part-Time Employees*)

TYPES OF EMPLOYMENT

Employees may be full-time, part-time, or temporary. Full-time employees work the standard college week and are employed on a semester, three-month, six-month, nine-month, or twelve-month contract. These employees are eligible for leave and other benefits described in this handbook.

Permanent part-time support staff are employed on a three-month, six-month, nine-month, or twelve-month basis and usually on a schedule that represents a fractional part of the full-time employees' schedule. These employees accrue leave on a proportionate basis. Participation in the retirement system depends upon the part-time ratio worked. Permanent part-time employees who work less than twenty (20) hours per week do not accrue leave and do not earn the healthcare insurance allotment.

Permanent part-time faculty are employed on a semester, nine-month, or twelve-month basis and usually on a schedule that represents a fractional part of the full-time employees' schedule. Faculty that are less than full-time do not accrue leave. Participation in the retirement system depends upon the part-time ratio worked.

Temporary part-time employees are hired for less than the normal contract period. Adjunct instructors are classified as temporary since employment is on a per course basis

SECTION: Personnel Policies and Procedures
SUBJECT: Classification of Personnel/Types of Employment
SOURCE REFERENCE:

NUMBER: D/1.2
DATE: Fall 2002
REVISION DATE: 2003, 2008

and only for one semester at a time. Temporary employees do not accrue leave or qualify for other staff benefits.