



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Employee Group Definitions and Classifications
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Purpose/Principle/Definitions:

To provide a definition for all employee groups within the College.

General Terms

Employee: Anyone who performs services where the method and results of service are legally controlled by the College. The College has the rights and responsibilities to operate and manage the College and its programs, facilities, properties and activities of its employees.

Exempt Employee: Employees who are exempt from minimum wage and overtime requirements as allowed by the FLSA and Oregon Wage and Hour Law. Exempt/Tech employees include employees categorized by the FLSA as Executive, Administrative, Professional, Computer, and Educational Administrative.

Fair Labor Standards Act (FLSA): The federal wage and hour law codified as 29 USC 201, § *et seq.*

Full-Time Employee: Employees are considered full-time if they work 30 or more hours per week. Full-time employees are eligible for health benefits and paid leave per their respective collective bargaining agreements or handbooks. Full-Time employees are categorized as Exempt/Tech, Faculty, or Classified.

Non-Exempt Employee: Employees who are not exempt from minimum wage and overtime requirements as allowed by the FLSA and Oregon Wage and Hour Law.

Out of State Employees: The College does not employ solely out of state employees. Employees must retain a tax-residence in the State of Oregon. (for example, Adjunct faculty teaching solely online courses must reside in Oregon).

Part-Time Employee: Employees are considered part-time if they work 29 or less hours per week.

Exempt/Technical Employee Group (Non-Union)

An employee categorized as Exempt/Tech refers to those categorized by the FLSA, by provisions of Federal Service Labor-Management Relations Statute, and/or Oregon Statute Exempt/Tech employees include:

- President
- Vice Presidents and Associate Vice Presidents
- Deans
- Directors and Assistant Directors
- Managers and/or Supervisors
- Educational Administrative positions
- Computer Professionals

Exempt/Technical employees will be issued an annual employment memo. Such memo will specify the funding sources and length of the time covered as well as the salary. Memos will be issued before June 30 of each year.

Faculty (Union) Employee Group

Faculty are covered by a collective bargaining agreement which outlines workload and employment matters that are applicable to their assignments. Faculty employee groups are defined in their collective bargaining agreement and include:

- Full-time Regular Faculty
- Full-time Probationary Faculty
- Temporary Faculty
- Part-time (Adjunct) Faculty

Each Faculty member will receive a Faculty Employment Memo each academic year. Such memo will specify the position, funding sources, length of the time covered, as well as the salary. Memos will be issued before June 30 of each year.

Classified (Union) Employee Group

Classified employees are covered by a collective bargaining agreement. All Classified employees are non-exempt. Classified employee groups are defined in their collective bargaining agreement and include:

- Regular
- Probationary

Classified employees will be issued an annual employment memo. Such memo will specify the funding sources and length of the time covered as well as the salary. Memos will be issued before June 30 of each year.

Part-Time Employee Group (Non-Union)

Part-time instructors: Employees teaching business/agency contract classes and instructors of non-credit classes.

Regular Part-time: An employee working 29 hours or fewer per week on a fixed schedule after completing a six (6) month probationary period. Part-time employees are not eligible for health benefits.

The College reserves the right to have a part-time employee work more than 29 hours per week in a

temporary status should the need arise. The appointment would not be allowed to continue for more than a six (6) month period.

Athletic Coaches: Athletic Coaches are paid on a stipend basis.

Part-Time Sick Leave: Part-time employees accrue sick leave hours at the rate of one hour for every 30 hours worked up to a maximum of 40 hours of leave per year. Hours worked includes overtime hours worked. For new employees, accrued sick leave hours may be used after they are earned. See Human Resources for qualifying reasons in which sick leave may be used.

Part-Time Temporary Employee Group (Non-Union)

An employee working no more than six (6) months for 29 hours or fewer per week on a fixed schedule with a specific end date. The position may be renewed once for an additional six (6) month period with a specific end date. If position is to become regular, the College must conduct a search to fill the position.

Student Employment (Student Worker/Federal Work Study)

Student Employment is available through the Financial Aid office.

- Student Worker opportunities are available for currently enrolled students. Generally, students may work up to 20 hours/week. Student Workers are eligible for paid sick leave pursuant to State Law.
- Federal Work Study is aid-funded employment. Generally, students may work up to 20 hours per week as determined by award type.

Legal Reference(s):

ORS 341.547
ORS 243.650
ORS 341.290 (1)
ORS 653.268
OAR 839-020-005
Fair Labor Standards Act
SB 454