

## Policy 5012: Employee Classifications

**Original Date:**  
APPROVE

Status: PENDING TO

### PURPOSE

The purpose of this policy is to establish employee classifications in compliance with applicable federal and state laws and regulations. Classification categories are intended to provide a reasonable and flexible system for managing important business functions including, but not limited to fiscal responsibility, budgeting, stakeholder service levels, and optimal human resources organization and management.

### EXEMPT AND NON-EXEMPT

Employee positions within Santa Cruz County Provisional Community College District are determined to be either exempt or non-exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

- Exempt – positions which, based on responsibilities and duties performed and the manner of compensation (paid a salary), have been determined to be exempt from (not covered by) the overtime provisions of the FLSA.
- Non-exempt – positions which, based on responsibilities and duties performed, have been determined to be covered by the overtime provisions of the FLSA. Non-exempt employees are generally paid on an hourly basis. Employees classified as non-exempt must be paid one and one-half times their regular rate of pay for hours worked in excess of 40 hours in a week. Note: Overtime work should be very infrequent, for example, completion of an unexpected, time-sensitive project or during brief periods of heavy stakeholder service requirements. **All overtime work must be approved by the appropriate supervisor prior to the overtime work occurrence.**

### REGULAR FULL-TIME AND PART-TIME

Employee positions within Santa Cruz County Provisional Community College District are determined to be either full or part-time within IRS guidelines.

- Full-time – contracted employees regularly scheduled or expected to work 40 hours per week.

- Part-time – contracted employees regularly scheduled or expected to work for less than 40 hours per week as determined by individual assignment.

#### TEMPORARY EMPLOYEES

Minimally engaged employees generally contracted per semester and working on a temporary basis, i.e., student employees, seasonal, short-term and/or event specific employees, clinical instructors, employees with minimal or sporadic work hours expected or required, etc.

#### MULTIPLE CONTRACT EMPLOYEES

**All employees and/or their supervisor(s) considering a multiple contract opportunity will contact Human Resources to discuss options and restrictions that may apply prior to additional contract requests or agreements being made.**

#### EMPLOYMENT-AT-WILL

**Some personnel of the SCCPCCD will be “employees-at-will.”** The SCCPCCD’s employment-at-will clause on employment contracts stipulates as follows:

“Notwithstanding SCCPCCD Policies, Procedures, and other District documents, the employee acknowledges and agrees that this employment contract constitutes an offer of employment-at-will. Employment-at-will as applied to this employment contract offer means: 1) the employee may provide written notice of resignation at any time; 2) the SCCPCCD can terminate the employment relationship for any reason not expressly prohibited by law or for no reason at all, upon 30 days written notice; 3) no assurance of continued employment is given; 4) no right to re-employment is established.”

Employees are strongly encouraged to provide advance written notice of intent to terminate their employment with as much lead time as is reasonably possible.