

Policy 5012: Employee Classifications

Original Date: February 18, 2026

Status: Approved

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.