

Procedure 5012-PR(1): Employee Classifications - Guidelines

Original Date: February 18, 2026

Status: Approved

PURPOSE

The following guidelines and descriptions are to be used to define the employee classifications used by Santa Cruz County Provisional Community College District. Employee classifications are determined and assigned based on applicable position inventories and in consultation with Human Resources, direct supervisors, and executive leaders, as necessary.

FULL-TIME EXECUTIVE & BUSINESS ADMIN – REGULAR EXEMPT

Employees who hold appropriate earned degrees and/or certificates or who have significant experience and/or training in their specific area of responsibilities (as determined by the District CEO or appropriate personnel designated by the District CEO) and fulfill institutional management/administrative functions that fall within the parameters of the exempt provisions of the Fair Labor Standards Act.

FULL-TIME SUPPORT STAFF – REGULAR NON-EXEMPT

Employees whose institutional support functions and responsibilities fall within the parameters of the overtime provisions of the Fair Labor Standards Act.

PART-TIME SUPPORT STAFF – REGULAR NON-EXEMPT

Employees working on a less than full-time basis whose institutional support functions and responsibilities fall within the parameters of the overtime provisions of the Fair Labor Standards Act.

ADDITIONAL PART-TIME STAFF – TEMPORARY/NON-EXEMPT

Minimally engaged employees working on a less than full-time basis whose institutional support functions and responsibilities fall within the parameters of the overtime provisions of the Fair Labor Standards Act.