

SECTION: Personnel Policies and Procedures

NUMBER: F/1.2

SUBJECT: Classification of Personnel / Types of Employment

SOURCE REFERENCE: Board of Trustees Policies 606.01 & 623.01

Classification of Personnel

A faculty member is a full-time instructor, librarian, or counselor who has the minimum qualifications established by the Alabama Community College System and whose salary is derived from Schedule D adopted by the Alabama Community College System.

An administrator is any professional staff person whose salary is determined from Schedules A, B, C-1, C-2, or C-3 adopted by the Alabama Community College System. (*See F/1.2-A -Salary Schedules*)

A support person is any support or technical staff person whose salary is determined from Schedules E or H adopted by the Alabama Community College System, or who is paid on an hourly basis.

Types of Employment

Employees may be full-time, temporary part-time or permanent part-time. Full-time employees work the standard College week and are eligible for leave and other benefits described in this handbook.

Permanent part-time employees 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. These employees accrue leave on a proportionate basis. 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. Part-time instructors are classified as temporary since employment is on a per course basis and only for one semester at a time. Temporary part-time employees do not accrue leave or qualify for other staff benefits.