Cochise College
District Board Policy

Category: All Employee Groups
Policy Number: 661
Title: Position Classifications and Categories

Cochise College defines employment and position classifications and employment categories to describe differences in employment classifications, position classifications, and employment categories.

Procedure 661.1
Fair Labor Standards Act/Employment Classifications

The federal Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, and recordkeeping requirements for employers. To comply with the FLSA, the college classifies each position as exempt or non-exempt from FLSA provisions.

1. Exempt: Executive, administrative staff, administrative support, faculty, and coach positions are exempt from FLSA provisions. These positions are considered exempt based on criterion set forth in the FLSA, including the type of work performed, requirement of specialized training, managing a department, hiring and supervising employees, exercising discretion and independent judgment with respect to matter of significance, and/or teaching. Exempt employees are not eligible for overtime compensation.

2. Non-exempt: Professional staff, classified staff and student employment positions are considered non-exempt and are covered by FLSA provisions. The positions are considered non-exempt based on criterion set forth in the FLSA, including work in secretarial, clerical, technical, paraprofessional, skilled crafts, service, and/or maintenance areas. Non-exempt employees are eligible for overtime compensation as per Policy 621.

Procedure 661.2
Position Classifications

1. Full-time, regular: Budgeted, benefited positions scheduled to work 30 or more hours per week or any other full-time work week established by the Governing Board or federal law. Persons hired into full-time, regular positions require Governing Board approval, are subject to a probationary period of employment, and are eligible for participation in the college’s benefit program, including but not limited to insurance, retirement, and leave benefits.

2. Part-time, regular: Budgeted, limited-benefited positions scheduled to work a minimum of 15 hours per week and no more than 19.5 hours per week for a period of six or more months per year. Persons hired into these positions require approval by the president or vice president overseeing the department and may be eligible for limited tuition exemption benefits.
3. **Part-time, contingent**: Fill a seasonal or temporary need based on student enrollment, department work load, special projects, or unstaffed vacancies of regular, budgeted positions during a recruitment process. Persons hired into part-time, contingent positions require approval of the department hiring manager and are not eligible for college benefits. Persons in this classification generally work up to 19.5 hours per week but may work up to 29 hours per week for not more than four consecutive months in any 12 month period. These positions are not eligible for benefits.

4. **Associate Faculty**: Part-time, limited-benefited, temporary employees hired to teach on a semester or term basis and require credential approval of the Vice President for Instruction/Provost. Associate faculty members who have taught nine or more equated units may be eligible for limited tuition exemption benefits.

5. **Student Employees**: Part-time, non-benefited, temporary positions hired to assist departments in supporting department workloads. Persons hired into student employment positions must be enrolled in six or more credits and have a minimum GPA of 2.0. Enrollment requirements may differ based on the funding restrictions of the positions and/or the residency status of the incumbent. Student employment positions may work up to 16 hours per week and not eligible for college benefits. Student employment is limited to eight semesters of employment or three academic years and summer terms.

### Procedure 661.3

#### Position Categories

1. **Executive**: Include the college president and vice presidents.

2. **Faculty, instructional**: Credentialed, full-time, faculty whose primary responsibility is classroom and laboratory instruction.

3. **Coaches**: Serve in the role of coach or assistant coach.

4. **Administrative Staff**: Include management level positions, including deans and directors.

5. **Administrative Support**: Including but not limited to advisors, analysts, coordinators, managers, specialists, and other support professionals.

6. **Professional Staff**: Including but not limited to managers, coordinators, specialists and other professional positions.

7. **Classified Staff**: Include clerical, maintenance, skilled crafts, technicians, and paraprofessional support staff positions.
8. **Student Employees:** Temporary, part-time employees hired to work on a semester basis. Persons hired into student positions must be enrolled in a minimum of six (6) credits and have a GPA of 2.0 or better to maintain employment privileges.

8. **Special Student Employees:** Temporary, part-time employees hired to work in an internship or other special student position for a specified amount of time.

Procedure 661.4

Telecommuting

In rare instances, a telecommuting arrangement may be considered for exempt employees dependent upon the position requirements and must be in the best interest of the college. An employee seeking a telecommuting arrangement shall present a proposal to his/her supervisor and the appropriate executive.

Procedure 661.5

Volunteers/Guest Lecturers

1. **Volunteer:** An individual who performs more than eight hours of service for the college for civic, charitable, or humanitarian reasons, without promise, expectation or receipt of compensation for the services rendered, is considered to be a volunteer during those hours. Volunteers shall be required to complete related compliance forms and may be required to consent to a background screening.

2. **Guest lecturer/speaker:** An individual who performs eight hours or less of service for the college and shall generally not receive compensation for services rendered unless approved through an independent contractor agreement. Persons serving as a guest lecturer/speaker shall not be required to undergo background screening procedures.