



**NO. 2001      EMPLOYMENT CATEGORIES**

- 1.0    EMPLOYMENT CATEGORIES: Each employee at Oklahoma City Community College ("OCCC") is designated as either Regular or Temporary and each employee is designated as either Full-Time or Part-Time. In addition, each position is designated as either Exempt or Non-Exempt.
- 2.0    REGULAR AND TEMPORARY
  - 2.1    Regular Employee means:
    - 2.1.1    An employee whose position is budgeted for an indefinite period which may or may not exceed six (6) months; and
    - 2.1.2    An employee who is employed pursuant to a written contract of employment prepared on a fiscal or academic year basis.
  - 2.2    Temporary Employee means all adjunct faculty members; all Student Employees; and any other employee whose employment at the time of hire is expected to last for less than six (6) months or who is authorized to work no more than 750 hours in any fiscal year. Temporary Employee includes:
    - 2.2.1    An adjunct faculty member;
    - 2.2.2    An employee whose employment may last for an undefined period of time but who is authorized to work no more than 750 hours in any fiscal year;
    - 2.2.3    An employee hired for less than six (6) months for a specific project or as a substitute during a Regular Employee's absence;
    - 2.2.4    An employee authorized to work more than 750 hours in a fiscal year but whose period of employment is limited at the time of hire to no more than six (6) months. The period of employment must not extend beyond the six (6) month period; and
    - 2.2.5    A Student Employee, which means an employee currently enrolled in classes at OCCC whose primary association with OCCC is for the purpose of obtaining an education.
- 3.0    FULL-TIME AND PART-TIME
  - 3.1    Full-Time Employee means:
    - 3.1.1    A non-faculty employee who is regularly scheduled to work 40 or more hours in a single work week; and
    - 3.1.2    Faculty assigned a Full-Time Faculty Workload as defined in Administrative Procedure No. 4009, including faculty whose Faculty Workload plus approved release time (pursuant to Administrative Procedure No. 4031) is equivalent to a Full-Time Faculty Workload.
  - 3.2    Part-Time Employee means an employee who is regularly scheduled to work fewer than 40 hours in a single work week. A Part-Time Employee may occasionally work 40 hours in a single work week, but the average number of hours worked per work week must be less than 40. A Non-Exempt Part-Time

Employee who works more than 40 hours in any given work week must be paid overtime for hours in excess of 40, as described in Policy No. 2102, Overtime.

4.0 EXEMPT AND NON-EXEMPT

4.1 An Exempt Employee is an employee who is paid on a salary basis, receives the same salary regardless of any hours he or she works in excess of 40 hours, and is employed in a position performing certain administrative, executive, or professional functions. The definition of Exempt Employee includes all full-time and adjunct faculty, and most employees previously designated by OCCC as full-time "professional" employees. Exempt Employees are exempt from the overtime provisions of the Fair Labor Standards Act.

4.2 A Non-Exempt Employee is an employee who is not exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. Non-Exempt Employees are those employees who must be paid at least the minimum wage for each hour worked, and must be paid overtime for any hours worked over 40 in any given work week. See Policy No. 2102, Overtime. The definition of Non-Exempt Employee includes those employees previously designated by OCCC as "classified" employees.

Effective: July 16, 2007