



NO. 2001 EMPLOYMENT CATEGORIES

- 1.0 POLICY STATEMENT. 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. New Regular Employees shall be placed on an Introductory Period for evaluation.
- 2.0 Regular and Temporary
 - 2.1 Regular Employee means:
 - 2.1.1 An employee whose position is budgeted for an indefinite period.
 - 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 1000 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 1000 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 1000 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 (2080 hours annually); 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.
- 4.0 Introductory Period Employees
 - 4.1 Regular Employees who are newly hired to OCCC shall be placed on an Introductory Period of ninety (90) days. These employees may be referred to as Introductory Period Employees.
 - 4.2 Unless an Introductory Period Employee is terminated before the end of the Introductory Period, the supervisor shall prepare a written evaluation of each Introductory Period Employee by the end of the Introductory Period.

- 4.3 If an Introductory Period Employee does not receive an evaluation of “met requirements,” the employee is subject to termination.
- 4.4 Introductory Period Employees who do not receive an evaluation of “met requirements” may be given additional time in thirty (30) day increments to demonstrate their ability to do the job, if the supervisor determines additional time is warranted to achieve acceptable job performance.
- 4.5 At any time during the Introductory Period, an Introductory Period Employee may be terminated with or without cause.

Effective: July 16, 2007

Revised: November 10, 2020