

Policy IV.4005.B, Definitions

Purpose

The purpose of this policy is to define commonly used employment terms referenced throughout the College's Human Resources policies and procedures.

Policy

Commonly used terms and definitions include but are not limited to the following:

Administrators are individuals whose job functions include work directly related to management or general business operations of the College. Administrators exercise discretion, use independent judgement, and direct the work of others.

Faculty are individuals, including department chairs, who are employed by a 9, 10 ½, or 12-month contract for the purpose of instruction.

Adjunct (Part-time) Faculty are individuals employed to teach at least one class during a semester. These individuals are non-contracted and employed at will. This is an employment relationship in which either party can end the employment relationship at any time, for any reason, with or without cause. There is no guarantee of employment from one semester to another.

Staff are individuals employed to provide necessary support services for the College. The categories involved cover various levels and salary grades which include clerical, administrative, technical, crafts, facilities, and maintenance.

Conditions of work include hours of work, wages, duties, health and safety practices, and other practices or actions impacting the employee's work environment.

Non-renewal of an employee contract occurs when the College declines to offer further employment at the expiration of the term of the contract. Non-renewal may occur with or without cause, except that, if a reason exists, it is not an unlawful reason.

Contractual employees are employed under the specific terms of a contract, usually for a period of one year.

Non-contractual employees are employed **at will**, an employment relationship in which either party can end the employment relationship at any time, for any reason, with or without cause. Part-time staff, part-time faculty, full-time staff, and some administrators are designated as non-contractual employees.

Demotion is a reduction in position, responsibilities, and pay.

Reduction in Force (RIF) is an action to downsize the size of the College's work force within a particular unit, department, division, support area, campus, or location. A reduction in force may become necessary in the event of a financial exigency, program change or elimination,

reorganization or restructuring, legislative directives, or other circumstances affecting the efficient operation of the College and the delivery of quality services. RIF decisions are subject to Policy IV-G-5: Policy on Reduction in Force.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

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Primary Owner Vice Chancellor, Human Resources, Organizational and Talent Effectiveness

Secondary Owner Vice President, Human Resources
