

It may be possible for an employee to hold more than one position or appointment and thus be assigned to more than one occupational category.

(A) Administrative - This category consists of three major position types:

- (1) Executive administration: primary responsibilities include planning, organizing, controlling and supervising an instructional or operational area within the college.
- (2) Academic administration: responsible for directing the activities of an instructional area.
- (3) Professional: primary responsibilities require a functional knowledge of advanced theoretical principles and practices in a specific professional area other than instruction.

(B) Instructional - primary responsibility is instructing students. This includes such activities as classroom and laboratory instruction, individual student performance and field experience supervision, and student advising.

(1) Full-time faculty - those individuals employed to provide full-time instructional service to the college. Full-time faculty will be given one of the following titles:

Instructor.

Assistant professor.

Associate professor.

Professor.

(2) Part-time faculty-those individuals employed to provide part-time instructional service to the college. Part-time faculty will be given one of the following titles:

Lecturer - level one.

Lecturer - level two.

Lecturer - level three.

Adjunct - level four.

Adjunct - level five.

Adjunct - level six.

(3) Support staff - This category consists of three major position types:

(a) Technical - responsible for computer support including solving practical problems encountered in this specialization and requiring the use of theoretical or scientific knowledge and manual skills acquired through on-the job or formal training.

(b) Service/clerical - primary responsibilities involve providing childcare; or requires the preparing, transcribing, transferring, systematizing, or preserving of written communications and records; the preparing, compiling, manipulating, storing, and retrieving of records, and data; and the operating of various office machines.

(c) Custodial/maintenance - covers service and maintenance positions which may require specialized training in trades, crafts and manual skills. This category also includes semi-skilled and unskilled positions which require the performance of physical effort and/or the manual skills normally learned through on-the job apprenticeship training.

(4) Full-time employee:

Administrative, instructional, and support staff employees may also be full-time employees. In the administrative and support staff categories, a full-time employee works forty hours per week. In the instructional category, a full-time faculty member carries the workload defined in paragraph (A) of rule 3358:17-20-03 of the Administrative Code.

(5) Regularly scheduled part-time:

These positions are half-time or more and include the same specialization requirements of their respective full-time categories. They include regularly scheduled hours, but this category does not include casual labor, student workers, work-study, or any part-time work of a short-term or temporary nature.

(6) Casual labor:

This applies to positions that are intended to be temporary. No credit is awarded for experience or degrees in this category. These positions may be requested by a budget unit manager, with approval by the senior administrator of that area, the human resources director and the president. Rationale for the position, a description of duties, and adequate funds must be included in the request. Casual labor positions may be approved for the initial duration of up to one year, to coincide with the end of the fiscal year. Thereafter, a review of

the position will be conducted at the time of the annual budget requests. The rate of pay is determined by the schedule of salaries and wages maintained by human resources.

(7) Exempt employee:

An employee who is paid on a salary basis and exempt from overtime pay, in accordance with the Fair Labor Standards Act ("FLSA").

(8) Non-exempt employee:

An employee who is paid for actual hours worked, and is eligible for overtime pay, in accordance with the Fair Labor Standards Act ("FLSA").

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Certification

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