

Section: EMPLOYMENT
Subject: Employment Type
Number: HR 3105

I. Institutional Regulation

A person who is an employee of the College shall be employed as either a Regular, Adjunct, Temporary, Student or Work Study employee (see Educational Services Procedures for provisions governing Work Study employment).

II. Procedure

- A. Regular employees are those who are hired with the expectation of ongoing employment, although it may be of a fixed duration due to funding limitations, and who are eligible for benefits. Regular employees may be hired into full-time or part-time Regular positions.
- B. Adjunct, Temporary and Student employees are part-time "at-will" employees whose employment is contingent upon the need for services, enrollment, assignment obligations to Regular employees, and work performance. Adjunct employees are hired on a semester by semester basis. There is no expectation of ongoing employment for Adjunct, Temporary or Student employees, their employment may be terminated at any time, and they are generally ineligible for benefits, with the following exceptions:
1. Adjunct and Temporary employees shall be required to participate in IPERS or TIAA based upon the wages earned or the conditions of their employment:
 - a. Temporary and hourly paid adjunct employees who earn more than \$1,000 during two consecutive quarters.
 - b. If a Temporary employee also works as an IPERS or TIAA ineligible Adjunct Instructor, the Adjunct earnings shall not count towards IPERS or TIAA.
 2. Adjunct and Temporary employees may voluntarily participate in tax sheltered 403(B) or 457(B) plans with a minimum contribution of \$25 per pay.

APPROVED:



Executive Director, Human Resources

Date: October 1, 2002
November 1, 2006
November 1, 2008
October 1, 2014
February 21, 2017