

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 401.12

Title Administrative Personnel

Definition of Employment Status

Administrative employees of WITCC are classified into the following employment status categories:

1. Full-Time: An employee generally scheduled to work 40, but not less than 32 hours per week, for an indefinite period of time, but not less than six months.
2. Part-Time: An employee scheduled to work more than 16 hours per week and less than 32 hours per week for an indefinite period of time, but not expected to be less than six months.
3. Limited Part-Time: An employee scheduled to work 16 or less hours per week for an indefinite period of time, but not expected to be less than six months.
4. Temporary: An employee scheduled to work for a definite period of time not expected to exceed six months.

Date of adoption 11/17/86

Legal Reference: (Code of Iowa)

Date of last revision 12/11/95

Date of current revision 7/1/98

Related Administrative Procedures and Cross References _____

