

1.0 APPLICABILITY OF ADMINISTRATIVE PROCEDURE

1.1 Section G-c shall apply to classified staff members.

1.2 Classified staff shall be in one of five (5) classifications according to the terms of their employment:

1.2.1 Full-time Employee – One who works a forty (40) hour, five (5) day week on a regular basis, paid on a monthly or hourly schedule.

1.2.2 Part-time Employee – One who works less than eight (8) hours but at least six (6) or more hours per day, or a minimum of thirty (30) hours per week, on a regular basis, paid hourly.

1.2.3 Limited Part-time Employee – One who works less than six (6) hours per day, or less than thirty (30) hours per week, on a regular basis, paid hourly.

1.2.4 Short-term Employee – One who is employed and paid hourly to perform a service for seasonal or emergency work situations.

1.2.5 Substitute employee – One who temporarily takes the place of an absent employee.