Employment Classification Policy

Policy Number	300.12.02	**Custodian**	Human Resources
Approved Date	5/17/2022		
Effective Date	5/17/2022	**Review Date**	May 2022
References: Fair Labor Standards Act (FLSA)			

1. Purpose

Establish the classification of employees at White Earth Tribal and Community College (WETCC).

2. Persons Affected

2.1. WETCC employees.

2.2. Applicants for jobs at WETCC.

2.3. Volunteers.

3. Policy

This policy is to ensure the following:

3.1. WETCC complies with the FLSA and other applicable employment laws and regulations.

3.2. WETCC has a consistent and equitable process to classify jobs, which provides direction for employee recruitment, categorization, compensation, training, and reassignment.

4. Definitions

4.1. Job Classifications. This systematic process groups similar jobs to facilitate recruitment, compensation, training, and organizational relationships. WETCC groups jobs based on 1) exempt or non-exempt, 2) employment groups, 3) job categories, and 4) funding source.

EXEMPT AND NON-EXEMPT

FLSA is federal legislation that establishes minimum wage, overtime, pay, recordkeeping, and youth employment standards affecting employees in the private sector and federal, state, and local governments. Rules regarding overtime and pay vary based on exempt or non-exempt job classification.

4.1.1. Exempt. Employees who due to their position duties, responsibilities, and level of decision-making authority are exempt from the overtime provisions of the FLSA. Exempt employees are considered salaried and are not eligible for overtime pay.

4.1.2. Non-exempt. Employees who due to their position duties, responsibilities, and level of decision-making authority are non-exempt from the overtime provisions of the FLSA. Non-exempt employees are considered hourly and are eligible for overtime pay or compensatory time when working more than 40 hours in a week.

EMPLOYMENT GROUPS

4.1.3. Executive. This job classification includes the president and jobs responsible for providing leadership and strategic direction for areas the president deems executive.

4.1.4. Administrative. This position classification includes non-faculty positions responsible for providing leadership and professional expertise or services through leveraging the knowledge and skills of others in a school, department, office, or program.

4.1.5. Professional. This job classification includes non-faculty jobs that provide operational support and services requiring recognized professional achievement acquired through formal training or equivalent experience.

4.1.6. Faculty. This job classification includes academic or clinical jobs hired on a faculty contract. Faculty job subcategories include the following.

4.1.7. Classified Staff. This job classification includes operational support jobs.

4.1.8. Student Workers. This job classification includes specific criteria and is only available to enrolled, degree-seeking students at WETCC.

4.1.9. Volunteer. This job classification includes anyone working in an unpaid capacity.

JOB CATEGORIES

4.1.10. Permanent (Regular) Full-Time. Employees who hold these jobs are regularly scheduled to work 32-40 hours per week or teach a full faculty load for a nonspecific period.

4.1.11. Permanent (Regular) Part-Time. Employees who hold these jobs are regularly scheduled to work up to 32 hours per week or teach 20 to 26 contact hours for a nonspecific period.

4.1.12. Acting. Employees who hold these executive or administrative jobs are regularly scheduled to work 32-40 hours per week and fill a vacancy while the permanent job holder is unavailable for an extended period.

4.1.13. Interim. Employees who hold these executive or administrative jobs are regularly scheduled to work 32-40 hours per week, fill a vacancy prior to the college hiring a permanent employee, and for a period not to exceed eighteen months.

4.1.14. Adjunct. Employees who hold these faculty jobs are regularly scheduled to teach 9 or fewer credit hours per semester and are subject to demand each semester.

4.1.15. Temporary/Seasonal. Employees who hold these jobs may be scheduled to work either full-time or part-time and for a period not to exceed six months.

4.1.16. On-call. Employees who hold these jobs are called to work on an as-needed basis, often on short notice, for an intermittent, nonspecific period during peak operational times or events. These employees are not intended to relieve employees of their regular duties.

FUNDING SOURCES

4.1.17. Restricted. Current funds available for operations that external agencies limit to specific purposes, programs, or areas. Restricted funds may include federal, state, local (non-general operations), and grant funds.

4.1.18. Unrestricted. Current funds received that an external agency has made no stipulation as to the purposes for which they should be expended.

5. Procedures

5.1. Human Resources ensures compliance with this policy.

5.2. Supervisors determine full-time vs part-time and permanent vs temporary.

5.3. Cabinet determines exempt vs non-exempt status based upon the position description.

Revision History

Rev. Date	Rev. No.	Revision
5/17/2022	300.12.01	New policy format. Include employment groups, add more job categories, and add funding sources.