

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 402.2

Title Support Staff

Definition of Employment Status

Support staff 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 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 7/1/98

Date of current revision 10/11/99

Related Administrative Procedures and Cross References _____