



"To Build Knowledge and Skills for Success Today and Tomorrow"

File: GD

Support Staff and Professional/Technical Staff Employment Categories

SUPPORT STAFF AND PROFESSIONAL/TECHNICAL STAFF

Professional/technical and support staffs are divided into seven categories, depending upon the number of days worked per year and the number of hours worked per day. Benefits granted to employees vary depending upon the categories. A separate class of employees that require licensure but are not twelve month full-time is also included. The only employees in the licensure category are nurses and social worker. They will be treated as ten+ month full-time when it comes to benefits.

- A. Twelve (12) Month Full-Time: Employees hired for continuing positions with a regular work week of thirty (30) hours or more for 260 days per year.
- B. Twelve (12) Month Part-Time: Employees hired for continuing positions with a regular work week of a minimum of 20 hours per week but less than thirty (30) hours for 260 days per year.
- C. Ten (10) + Month Full-Time: Employees hired for continuing positions with a regular work week of thirty (30) hours or more per week, but for less than 260 days per year.
- D. Nine Month Full-Time: Employees hired for continuing positions with a regular work week of thirty (30) hours or more per week, for less than 260 days per year.
- E. Nine Month Part-Time: Employees hired for continuing positions with a regular work week of a minimum of twenty (20) hours but less than 30 hours per week.
- F. Part-Time Less than 20 hours: Employees who work less than 20 hours per week.
- G. Temporary: Employees with a known termination date not to exceed one (1) year.

Revised August 13, 2013
Reviewed November 11, 2008
Revised July 10, 2006; July 10, 1989
Adopted July 14, 1986