

443-01 EMPLOYMENT TYPE, CATEGORY AND REQUIREMENTS—PROCEDURE

1. PURPOSE

The purpose of this procedure is to establish definitions for employee types and employment categories as well as outline established requirements used in the employment process.

2. PROCEDURE

1. Employee Types
 - a. *Federal Work Study* students work under the Federal Work Study Program.
 - b. *Classified Staff* perform support, skilled craft or technical services for the College and are non-exempt. Examples of classifications include: Accounting Technician, Office Assistant, and Secretary.
 - c. *Administrative/ Professional Staff* provide skilled and coordinating services, management, direction and other professional services and are exempt. Examples of classifications include: Assistant Director, Coordinator, Functional Systems Analyst, Director and Vice President level positions.
 - d. *Part-time Faculty* delivers instruction to students on a part-time basis. They have partial teaching loads.
 - e. *Full-time Faculty* provides instruction to students and also serves in various administrative capacities.
2. Employment Categories
 - a. *Full-Time Classified Employees* (non-exempt) are in positions that are expected to last more than six (6) consecutive months, are assigned thirty (30) or more hours per week (.75 FTE), occupy budgeted positions, are benefit eligible and are required to serve a probationary period.
 - b. *Full-time Administrative/Professional Employees* (exempt) are those who are assigned thirty (30) or more hours per week (.75 FTE), occupy budgeted positions, and are benefit-eligible. They do not serve a probationary period and are not entitled to the grievance process.
 - c. *Part-Time Employees* are assigned to work a regular schedule of less than thirty (30) hours per week (.75 FTE), or less than thirty (30) hours or more (.75 FTE) but less than six (6) consecutive months, may occupy budgeted positions, are not benefit eligible, do not serve a probationary period and are not entitled to the grievance process. Employees who are assigned to work at least twenty (20) hours or more per week for twenty (20) or more weeks in a fiscal year will be required to participate in the Arizona State Retirement System (ASRS). Multiple jobs are considered cumulative for retirement eligibility.
3. Employment Requirements
 - a. Affirmative Action

Policies regarding equal employment opportunity through affirmative action for women, minorities, persons with disabilities, and veterans will be followed. When there are equally qualified candidates, preference shall be given to candidates whose hire will help correct underutilization as

identified in the College's Affirmative Action Plan, and then to candidates whose hire promotes diversity through workforce representation of disabled persons and/or veterans.

b. Age Limitations

Employment is normally limited to persons at least 18 years of age. An individual under 18 years of age may be employed in occupations not prohibited by the Fair Labor Standards Act and if such employment will not interfere with the continuation of his/her education. The employment of any individual younger than 18 years of age requires the approval of the Human Resources Director.

c. Employment of Aliens

An employee must be a citizen of the United States, or a resident alien, or a person possessing a visa permitting him/her to work in the United States. Employment under full-time or part-time status is possible only for an alien having immigrant status as "permanent resident alien." However, employment of a temporary nature is provided for under certain non-immigrant visa classifications. Notwithstanding any provision of this manual to the contrary, an alien employee whose visa no longer permits him/her to remain employed may be terminated immediately without cause or advanced notice.

d. Immigration Reform and Control Act

Under the Immigration Reform and Control Act of 1986, all College employees are required to provide proof of identity and eligibility to work in the United States. This documentation must be provided either prior to commencing work or by the third day of employment. Failure to provide this documentation may result in termination, and no one will receive pay for work performed unless he/she first complies with the requirement of this law. Completion of form I-9 (Employment Eligibility Verification Form) is required.

e. Selective Service Registration

Any individual who is legally required to register for the Federal Military Selective Service System must do so prior to employment at the College. Verification will occur at time of hire.

f. Loyalty Oath

All employees (excluding aliens or those employees with a religious conflict) are required by Arizona Law, A.R.S. 38-231, to affirm allegiance to the United States and the State of Arizona by signing a loyalty oath prior to commencing employment with the College.

g. E-Verify

Under the Fair and Legal Employment Act all employees hired on or after January 1, 2008, will have their identity and eligibility verified to work in the United States. The verification must take place within the first three (3) days of employment.

h. Outside Employment

Upon accepting full-time employment with the College, the College will be the employee's primary employer. Should conflicts in work schedules occur due to shift or job reassignment or for any other reason, the work schedule at the College is the employee's primary obligation.

- i. Certification or License Requirements
Certification, where required, must be met prior to beginning employment. Any licensing/certification requirements will be maintained for the duration of employment. Failure to do so may result in dismissal.
- j. Rehire Eligibility
A former employee who left in good standing may be eligible for rehire. An employee who was previously dismissed for cause may not be considered for rehire.
- k. Promotion and Transfer
The College seeks to provide opportunities for all employees to be considered for promotion and/or advancement. Therefore, no supervisor shall obstruct the advancement of an employee to a better position for which the employee is qualified or to a lateral position which may lead to a promotional opportunity. The term "promotion" describes the process whereby an employee successfully competes for another classification with a higher salary range. The term "transfer" describes the process whereby an employee successfully competes for another classification in the same salary range.
- l. Definition of Applicant
An applicant is defined as someone who has completed a Coconino Community College employment application and has submitted it in a timely manner in response to an open job posting or associate faculty position. The College does not retain or consider as applicants those individuals who submit unsolicited resumes or employment applications.

3. BACKGROUND

1. References: Fair Labor Standards Act, College's Affirmative Action Plan, Immigration Reform and Control Act of 1986, the Fair and Legal Employment Act, and A.R.S. § 38-231
2. Revision history: 08/1996, 04/02/2002, 06/23/2009 (reformatted)
3. Legal review: none
4. Sponsor: Human Resources

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