# 500.010 EMPLOYEE DEFINITIONS POLICY

To the extent that this policy addresses terms or provisions covered under collective bargaining agreements for represented employees, the terms of the collective bargaining agreement will control for those represented employees.

## A. PERSON OF INTEREST

A person of interest is not an employee but needs an email and/or access to ctcLink, so they are added to our systems like an employee. They must follow college application procedures. Examples of a person of interest are campus security, auditors, volunteers like AmeriCorps, VISTA, etc., that are covered by another agency for Labor and Industries (L&I).

## B. VOLUNTEER

Volunteers are not paid but are treated like an employee in that they must follow the college application procedures, be supervised and enter volunteer hours in a timesheet so L&I premiums can be paid by the college in case they are injured “on the job.”

## C. STUDENT HOURLY

Student hourly employees, depending on eligibility requirements, funding, etc., can be workstudy or hourly.

A student hourly appointment is exempt from WAC 357 civil service rules governing employment in higher education. Employment in this status does allow eligibility to accrue sick leave but no other leave or holiday pay or credit. It is the policy of Wenatchee Valley College that student hourly employees do not exceed eight hours a day, 19 hours of work per week, excluding quarter and summer breaks, where they can, with supervisor permission, work up to 40 hours per week (as long as they are not taking a class(es) during summer quarter).

## D. TEMPORARY HOURLY

Temporary hourly employees perform work which does not exceed 1050 hours or 12 consecutive months or to the end date as indicated on the employment agreement. When the 1050 hours maximum or the 12th consecutive month has been reached, whichever comes first, the employee cannot work in any temporary hourly appointment at the college again.

A temporary hourly appointment is exempt from WAC 357 civil service rules governing employment in higher education except for the provisions of remedial action as provided in [WAC 357-04-045](https://app.leg.wa.gov/wac/default.aspx?cite=357-04-045) and [WAC 357-19-450](https://app.leg.wa.gov/wac/default.aspx?cite=357-19-450). Employment in this status does allow eligibility to accrue sick leave but not vacation or personal leave or paid holidays. It is the policy of Wenatchee Valley College that temporary employees do not exceed 79 hours of work per month without the prior approval of the director of human resources or designee.

## E. CLASSIFIED POSITIONS (GOVERNED BY APPLICABLE WAC RULES)

### 1. **Full-time permanent employee:** An employee who has successfully completed a probationary period at the college within the current period of employment and is scheduled to work 40 hours per week.

### 2. **Part-time permanent employee:** An employee who has successfully completed a probationary period at the college within the current period of employment and is scheduled to work 20 or more hours per week, but less than full-time.

### 3. **Probationary employee:** A non-permanent employee in the initial six to 12 months of employment in a class, following appointment using a competitive process.

### 4. **Cyclic year employee:** An employee scheduled to work less than 12 full months each year, due to known, recurring periods in the annual cycle when the employee is not needed.

### 5. **Project employee:** An employee in a position that is established for purpose of a defined project for which the college expects the work to be of a time-limited nature with an expected end date.

### 6. **In-training employee:** An employee in a permanent position for which the college uses defined training steps to train employees to successfully perform the duties and responsibilities of the goal class. Each in-training position must have an in-training plan.

### 7. **Non-permanent employee:** There are two types of non-permanent employees:

#### a. Full-time non-permanent employees work 40 hours per week.

#### b. Part-time non-permanent employee: A part-time employee who meets the requirements of [WAC 357-01-2290](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-01-2290) (1) an employee who is assigned a schedule with a fixed number of working hours in a workweek that is less than full- time equivalent or (2) an employee who is not assigned a fixed schedule or amount of working time in a workweek.

Appointments can be made to fill in for the absence of a permanent employee, during a workload peak, or while recruitment is being conducted, or when the nature of the work is sporadic and does not fit a particular pattern. Non-permanent appointments will not exceed 18 months. A non-permanent appointee must have the skills and abilities required for the position and assigned to an official Washington state human resources job classification and paid on the general services salary schedule. Employees in nonpermanent positions accrue sick and vacation leave and may be eligible for paid holidays or holiday credit and personal holiday leave. Time off accruals are prorated based on whether the position is regularly scheduled or nonscheduled. The college may choose to fill the position with a competitive process or by appointment. [WACs 351-19-360 through 430](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-19&full=true)

## F. FACULTY (GOVERNED BY AHE CONTRACT)

### 1. **Faculty**.

## G. EXEMPT STAFF

### 1. **Overtime eligible:** An employee appointed to a position determined to be exempt from the classified service per [RCW 41.06.070 (2) (a)](https://apps.leg.wa.gov/rcw/default.aspx?cite=41.06.070) but does not meet the exemption requirements of the fair labor standards act (FLSA) and/or the salary base minimum threshold set by the Washington State Labor and Industries (L&I). If the position is considered nonexempt for any reason above, the position is eligible for overtime pay for any hours worked over 40 in a workweek.

### 2. **Overtime exempt:** An employee appointed to a position determined to be exempt from the classified service per [RCW 41.06.070 (2) (a)](https://apps.leg.wa.gov/rcw/default.aspx?cite=41.06.070), and meeting the criteria for exemption established by the fair labor standards act (FLSA) and paid at least the salary base minimum threshold set by the Washington State Labor and Industries (L&I). If the position is considered exempt from classified service and both criteria under the FLSA and L&I, the position is exempt from overtime pay for any hours worked over 40 in a workweek.

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Related policies and procedures

None identified at this time