

CLOUD COUNTY COMMUNITY COLLEGE

TOPIC: Support Staff Personnel Definitions - Procedures

Policy Number:
SS1

Personnel

The President is authorized to employ full-time, regular part-time, and part-time support staff personnel to achieve the purpose of the College. All support staff are employed at-will. See Policy C5 - Nondiscrimination.

At Cloud County Community College general administrative, but not immediate supervisory, responsibility for support staff personnel rests with the Director of Human Resources. Questions and /or concerns pertaining to support staff personnel policies and procedures should be communicated to the Director.

The following terms will be used frequently throughout the Support Staff Policies:

1. **Full Workday** is defined as a minimum of an eight (8) hour period of work. Meal periods are not included in the defined work period. Support staff employees are generally granted two (2) work breaks of 20 minutes each per workday (minimum of 8 hours) as a privilege but not as a right or an entitlement. Employees may not use work breaks by forgoing them to decrease the work period.
2. **Workweek** is defined as a period beginning at 12:00 a.m. on Saturday and ending at 11:59 p.m. on the following Friday.
3. **Work Year** refers to a block of time between July 1 through June 30 consisting of a total of 2,080 hours. A standard work year of 2,080 hours includes: (1) all days during which the College is in operation; (2) all declared paid holidays; (3) all compensated and uncompensated leave days including vacation days, leaves for illnesses, personal leave days, and other leave days recognized by the College; and (4) all days declared to be emergency days forcing the closing of the College.
4. **Non-Exempt Employee** refers to an employee who, because of the type of duties performed, the usual level of decision-making authority, and the method of compensation, are subject to all Fair Labor Standards Act (FLSA) provisions including the payment of overtime. Non-exempt employees are required to account for hours and fractional hours worked.

EMPLOYMENT CLASSIFICATIONS - See Policy C3)