



Rowan College of South Jersey

Administrative Procedure: 7409

EMPLOYMENT CATEGORIES

The following guidelines will serve to clarify the definitions of employment classifications. Each employee will belong to one of the following employment categories:

- Regular full-time: Employees who are regularly scheduled to work at least 35 hours each week.
- Regular part-time: Employees who are regularly scheduled to work more than 20 hours, but no more than 25 hours per week.
- Part-time: Employees who are scheduled and work less than 20 hours per week.
- Temporary/Seasonal/Occasional: Employees hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are for a time-limited period, which will be abolished at the end of the time period or completion of the project/assignment. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until notified of a change. (Temporary/Seasonal/Occasional labor is usually restricted to less than 120 days of employment.)
- Faculty: Employees who teach 10 months.
- Counseling Advisor: Employees who counsel/advise 12 months.
- Adjunct Faculty: Employees who teach individual classes not to exceed 12 contact hours per semester basis.
- Temporary Instructors: Employees who teach non-credit classes for a specific subject matter for a specific duration of time.
- Student Workers: Employees who are enrolled in the College for a minimum of at least six (6) credit hours per semester are funded through their assigned department/division.
- College Work Study: Student employees whose employment is paid through the College Work Study program in accordance with the federal financial aid guidelines
- On call: Employees who are called on an as-needed basis. They may be employed for a shift, day, or for a few weeks depending upon the nature of work they have to perform.

Area: Human Resources

Approved: 07/01/19, 03/09/20, 06/09/20

Reaffirmed: 04/19/22

President's Authorization: _____

A handwritten signature in black ink, appearing to read "Julie Kestry", is written over a horizontal line.

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *7409 Employment Categories*

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