



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 six (6) credit hours or more per semester are exempt from both FICA taxes, and NJ Disability and Unemployment tax. Payroll will confirm enrollment each semester.
- 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, 04/19/22

Revised: 09/22/22

President's Authorization: _____

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

References:

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

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