

STATE BOARD FOR COMMUNITY COLLEGE AND OCCUPATIONAL EDUCATION

ADMINISTRATION OF PERSONNEL

BP 3-10

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REFERENCES:

Colorado Constitution, Sec. 13, Art. XII;
C.R.S. 24-50-135;
C.R.S. 23-60-104 (4)

ISSUED BY:

Joe D. May, System President

POLICY STATEMENT

Employees should be fully informed concerning the terms and conditions of their employment. To this end, the Board has established this policy describing the various types of employees under its area of responsibility.

SCOPE

This policy applies to employees at the state system community colleges and on the central System staff.

CLASSIFIED EMPLOYEES

Classified employees are those who fill positions within the Colorado State Personnel System. The hiring authority for classified employees is the chief executive officer of the educational entity where they work. These employees are subject to the Rules of the State Personnel System. The board and/or presidents may establish policies and procedures for classified employees which are not in conflict with State Personnel System Rules.

EXEMPT EMPLOYEES

Exempt employees are those who fill positions which are exempt from the State Personnel System. They shall be assigned by the president to one of the following categories:

Faculty:

This category shall include college employees whose assignment is comprised at least one-half of duties as a teacher, which may include program coordination/development, and related activities. Counselors and librarians holding faculty contracts prior to July 1, 1995 shall also be covered by this policy. Faculty members shall have status according to one of the following:

1. Regular Faculty:

Those who are contracted on a provisional or continuing basis for at least one-half of a full-time equivalent workload in positions funded entirely by funds appropriated to the Board by the General Assembly and allocated by the Board to a college, and/or funds received from a school district for purposes of providing secondary vocational education (state funds). Faculty members who were hired to fill provisional or continuing positions funded by state funds and who are assigned involuntarily or temporarily to a position funded in whole or in part by non-state funds shall retain their status as regular faculty members. Regular faculty members have due process rights under BP 3-20 and are granted benefits in accordance with BP 3-60.

2. Limited Contract Faculty

Those faculty members whose contracts are expressly limited so as to carry no expectancy of continued employment beyond the term of the contract, as determined by the president. Limited employment in state-funded positions shall not extend beyond three years. The employment of Limited Contract Faculty members is subject to the terms of their contract and they are granted benefits in accordance with BP 3-60.

INSTRUCTORS:

Those hired to teach on a temporary as needed basis at an hourly rate within a range established by the Board. Any one such appointment shall be for less than an academic year. Successive appointments may be made on an unlimited basis. Instructors are subject to the terms of their appointment and have no benefits except those provided by law. College presidents shall establish employment standards for instructors, including but not limited to, workload, hiring procedures, performance evaluation, personnel records and other related issues, consistent with system guidelines.

Administrators:

This category shall include those employees whose duties are comprised of more than 50% administrative and/or supervisory duties performed by officers of a college; heads of an administrative unit directly responsible to an officer of a college; heads of an administrative unit directly related to the educational function of a college; heads of college functions supported primarily by student fees and charges; heads of departments of intercollegiate athletics; and professional officers and professional staff of the system central office.

Administrators shall have status according to one of the following:

1. Administrators hired prior to December 8, 1985:

Those college employees who held a regular administrator contract on December 7, 1985, and who have been continuously employed since that date. These administrators have due process rights under BP 3-23 and are entitled to benefits in accordance with BP 3-60.

2. Contract Administrators:

Those college administrators hired on or after December 8, 1985, except the presidents, and all central staff administrators, except the president. The employment of contract administrators is subject to the terms and conditions of their contracts/letters of appointment and they are entitled to benefits under BP 3-60.

3. Presidents:

The System president and the state system community college presidents. The employment of presidents is subject to the terms and conditions of their contracts and to BP 3-15. They are entitled to benefits under BP 3-60.

Contract Professional Staff:

Those counselors and librarians hired on or after July 1, 1995. The employment of counselors and librarians is subject to the terms and conditions of their contracts/letters of employment and they are entitled to benefits under BP 3-60.

Technical and Professional Educational Staff:

This category shall include professional staff assistants to officers of a college, to heads of an administrative unit directly related to the educational function of a college, and to heads of departments of intercollegiate athletics; and/or those

professional staff assistants whose duties are related directly to the educational function of the institution including but not limited to laboratory instructors, student advisors, tutors, and library technicians. The category does not include such employees who fall under the category of Administrators hired prior to December 8, 1985, defined above. Technical and Professional Educational Staff shall have status according to one of the following:

1. Contract Staff:

Those staff members who are hired under a contract/letter of appointment. The employment of contract staff is subject to the terms and conditions of their contract/letter of appointment and they are entitled to benefits in accordance with BP 3-60.

2. Temporary part-time staff:

Those staff members hired to work on a temporary part-time basis at an hourly rate approved by the president. Temporary part-time staff are subject to the terms and conditions of their appointment and have no benefits.

Students:

This category shall include state system community college students who work at the college where they are enrolled or on the System central staff, unless they are appointed to a classified position. Conditions of employment for students are subject to the rules of the funding source for the position they hold.

PROCEDURES

The System president shall promulgate such procedures as may be needed to implement this policy.