



PERSONNEL POLICIES — SECTION 300

NUMBER: 301

SUBJECT: EMPLOYEE CATEGORIES AND DEFINITIONS

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301.1 PURPOSE

The purpose of this policy is to define and clarify terms used within the Mountainland Technical College Personnel Policies and Procedures.

301.2 REFERENCES

2.1 State Retirement Rules and Regulations, Section 49-13-203

2.2 Fair Labor Standards Act (FLSA)

301.3 EMPLOYEE DEFINITIONS

3.1 DISMISSAL. Includes involuntary termination, reduction in force, and end of temporary employment.

3.2 SUPERVISOR. An individual employed by MTECH who has hiring authority and who has a position that directly supervises an employee of MTECH.

3.3 QUALIFIED BENEFICIARY. An employee or other individual covered under the College benefit plans at the time of a qualifying event.

3.4 TERMINATION DATE. The last day worked.

3.5 VOLUNTARY TERMINATION. Occurs when an employee resigns, leaves, retires, fails to return to MTECH of his/her own volition after an approved leave of absence, or is absent from work for more than three consecutive working days without notifying his/her supervisor.

3.6 PRIMARY DEPARTMENT. The department to which the employee is primarily assigned. In situations where an employee is assigned to more than one department, the

primary department is the department that assumes more than 50 percent of an employee's salary. If an employee is assigned 50 percent time to two departments, the department *first* employing the employee is the primary department.

301.4 EMPLOYEE CATEGORIES

4.1 EMPLOYEE. Individual legally employed by Mountainland Technical College.

4.2 EXEMPT EMPLOYEE. An employee who meets the exemption test criteria under the provisions of the Fair Labor Standards Act (FLSA).

4.3 NON-EXEMPT EMPLOYEE. An employee who is not exempt from the provisions of the Fair Labor Standards Act (FLSA).

4.4 BENEFITS ELIGIBLE EMPLOYEE. Any employee who is hired or placed into a position that is designated as benefits eligible.

Full time employment status at MTECH is based upon a forty (40) hour work week (2080 hours per year). In rare instances, and for the benefit of the college, a full-time employee may be required to work a reduced schedule, with either a 90%, 85%, or 80% shift. Those working less than 80%, or 32 hours, of a full-time work schedule are not eligible for benefits.

Exceptions to this rule may be made at the discretion of the College President for the benefit of the College. In addition, MTECH has many employees who work more than 80% on a weekly basis, but are in temporary, short-term, or part-time positions who are not considered benefits eligible. The position, number of hours per year, and the duration of the agreement are all considered when determining when a position is benefits eligible.

4.5 NON-BENEFITS ELIGIBLE EMPLOYEE. Any employee who has not been hired or placed as a benefits-eligible employee in a benefits eligible position is not eligible for benefits as defined by the State Retirement Rules and Regulations.

4.6 HOURLY EMPLOYEE. Any part-time employee (averaging less than 30 hours per week) or temporary employee. Hourly employees, whether paid by the hour or by the course on a teaching agreement basis, are not benefits eligible and are only entitled to those benefits required by law for their specific positions. Hourly service does not accrue rights or seniority toward a benefits eligible position. When applying for a benefits eligible position, hourly employees will apply along with other applicants.