



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: DEFINITION OF EMPLOYEE

Code: CC0100

Policy Reference: N/A

The following terms and definitions are provided to help understand the Administrative Regulations and Procedures:

Administrative Employees--All employees who are exempt from the Fair Labor Standards Act. This includes those employees whose primary duties are administrative, managerial, or supervisory in nature.

Supervisory Employees--All employees whose duties include directing the work of other full-time employees and who have the authority to hire and fire employees or effectively recommend these and other actions affecting employees.

Faculty--All employees whose specific assignments customarily are made for purposes of conducting instruction.

Staff--All employees whose specific assignments customarily are made for purposes other than conducting instruction and who are not administrative or supervisory employees.

Regular Employee--All employees whose positions are expected to continue for an indefinite period and are included in the district budget from year to year.

Temporary Employee--All employees who are hired by MATC for a definite period of time with a specified terminal date.

Full Time--All employees who annually work with a 100% load or its equivalent.

Part Time 50% or More--All employees who annually work less than full time but more than a 50% load or 1,040 hours.

Part Time under 50%--All employees who annually work less than a 50% load or less than 1,040 hours.

Part Time Faculty--This refers to instructors who normally work under the above definition of part time under 50% and includes short-term substitute instructors.

Exempt Employees--All employees who are exempt from the Fair Labor Standards Act of the U.S. Department of Labor.



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Nonexempt Employees--All employees who are not exempt from the Fair Labor Standards Act of the U.S. Department of Labor.

Represented Employee--All employees who are represented by a bargaining unit as certified by the Wisconsin Employment Relations Commission.

Nonrepresented Employee--All employees who are not represented by a bargaining unit as certified by the Wisconsin Employment Relations Commission.

Office of Responsibility: Human Resources