



Board Policy 415: Definitions

Personnel

Faculty

Full and Regular Part-Time

A full or regular part-time individual employed by the District working as instructional staff and covered by Chapter 279 of the Code of Iowa.

Adjunct Faculty

An individual employed by the District working as instructional staff on an as-needed basis.

Non-Faculty

Full-Time Position

A position that requires an individual employed by the District to work a minimum of 40 hours per week.

Part-Time Position

A position that requires an individual employed by the District to work less than 40 hours per week. The percentage of full-time equivalency (FTE) is determined by a ratio of the employees' annual hours worked to 2080 hours (e.g. 1560 hours per year equals a .75 FTE). Part-time employees working 30 hours per week or more are benefit eligible.

Temporary Employee

An individual employed by the District under limited circumstances, either in the number of hours worked per week or in the length of service required.

Fair Labor Standards Status (FLSA)

Non-Exempt Hourly

An individual who is not exempt from the overtime provisions of the FLSA and is therefore entitled to overtime pay for all hours worked beyond 40 in a workweek.

Exempt/Salaried

An individual who is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) because he or she is classified as an executive, professional, administrative or outside sales employee, and meets the specific criteria for the exemption.

Compensation Requirements

It is IVCCD's policy to comply with the salary basis requirements of the FLSA in the compensation of employees. Overtime and deductions from pay are to be administered according to FLSA regulations.

If an employee believes that an improper deduction has been made to their salary, this information should be reported to the individual's direct supervisor or to the Human Resources Department. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

Work Week

The work week is defined as Sunday through Saturday.

Employee Classification

The classification of all personnel and the subsequent placement on the salary guides will be determined by District administration based upon position requirements, including relevant work experience and education.

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Legal Reference

None

Related Administrative Rules and Regulations

None

Revision History

July 12, 2023; June 10, 2015; September 14, 2011; March 13, 2002; November 11, 1992

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