



Ohio Administrative Code Rule 3358:5-3-01 Categories of employment.

Effective: February 7, 2022

Employees are classified in one of the following groups: exempt staff, non-exempt staff, faculty, adjunct faculty, and other. "Other" employees are classified within one of the following groups: personnel services or substitutes.

(A) Exempt staff

(1) Exempt staff hold regular operational positions with the following characteristics:

(a) Are compensated on a salary basis;

(b) Are exempt from minimum wage and overtime compensation;

(c) Customarily exercise discretion and judgment;

(d) Have required specific knowledge and skills;

(e) Are engaged in primarily intellectual work;

(f) May direct the work of one or more people;

(g) May have the authority to recommend hiring and firing.

(2) Exempt staff are appointed as either full-time (those who work between two hundred days and two hundred sixty days) or part-time (those who work less than two hundred days).

(3) Exempt staff are appointed on an employment at-will basis with the first ninety days considered a job trial period. Continuing employment is contingent upon successfully completing the job trial period as determined by the immediate supervisor and the director of human resources.



(4) Continuing employment for all exempt staff is contingent upon satisfactory performance as determined by the performance management system and provisions of the personnel retrenchment procedures (rule 3358:5-3-03.1 of the Administrative Code). Continuing employment for those whose salary is funded by a third party is also contingent on the continuance of the funding. Continuing employment for those employed in auxiliary enterprise units is also contingent upon the financial condition of the auxiliary enterprise.

(5) Exempt staff holding faculty rank are governed by certain sections in the faculty handbook.

(6) Please refer to paragraph (D)(1)(e) of this rule regarding the ability of exempt employees teaching for the college on an adjunct basis.

(B) Non-exempt staff

(1) Non-exempt staff are those administrative support, technical, custodial and maintenance personnel holding regular operational positions and who support the colleges exempt staff and faculty.

(2) Non-exempt staff are covered by the federal wage hour law which provides for minimum wage and overtime/compensatory time for hours worked in excess of forty per week.

(3) Non-exempt staff are appointed as either full-time (those who work between sixteen hundred hours and two thousand eighty per year) or part-time (those who work less than sixteen hundred hours per year).

(4) Non-exempt staff are appointed on an employment at-will basis with the first ninety days considered a job trial period. Continuing employment is contingent upon successfully completing the job trial period as determined by the immediate supervisor and the director of human resources.

(5) Continuing employment for all non-exempt staff is contingent upon satisfactory performance as determined by the performance management system and provisions of the personnel retrenchment procedures (rule 3358:5-3-03.1 of the Administrative Code). Continuing employment for those



whose salary is funded by a third party is also contingent on the continuance of the funding.

Continuing employment for those employed in auxiliary enterprise units is also contingent upon the financial condition of the auxiliary enterprise.

(6) Please refer to paragraph (D)(1)(e) of this rule regarding the ability of non-exempt employees teaching for the college on an adjunct basis.

(C) Faculty

(1) Faculty are those employees who facilitate student learning. Instructional faculty work one hundred seventy-three days during the academic year (August through May). Instructional faculty may be appointed to work one hundred seventy-three days during the academic year with a teaching load of less than full-time.

(2) Multiple-year contracts

(a) Upon the completion of four years of service to the college under single-year contracts, faculty members may be nominated by their school administrator for a multiple-year contract. Upon the completion of two two-year contracts, faculty members may be offered a three-year contract. Subsequent contracts may be offered for one, two, or three years as recommended by the president and approved by the board of trustees. Faculty that hold the rank of professor may be granted a five-year contract if specific circumstances are met. Some of those circumstances may include: recommendation from the academic dean, review of previous end of year reports, and review of evaluations. All contracts must be approved and recommended by the president and approved by the board of trustees.

(b) A multiple-year contract indicates a commitment of service to the college but does not guarantee that all of that service will be in one particular position, such as program coordinator. If the position of employment changes, the salary shall be recomputed at the same daily rate of pay.

(c) Upon approving the divisional administrators recommendations for a multiple-year contract, the vice president of academic and student affairs forwards his/her recommendations to the president. The president takes the recommendations to the board of trustees for formal approval.



(d) Any eligible faculty member not recommended for a multiple-year contract may request a hearing with the divisional administrator. Any further review shall be conducted in accordance with procedures set out in the grievance procedures.

(3) Faculty members whose salary is funded by a third party will receive one-year contracts with the employment contingent on the continuance of the funding.

(4) For details regarding the diversity fellowship program and temporary full-time faculty, please refer to rules 3358:5-3-01.1 and 3358:5-3-01.2 of the Administrative Code.

(D) Adjunct faculty

(1) Adjunct faculty shall be placed in one of the following categories:

(a) Adjunct faculty with a semester contract

(i) Ranked adjunct faculty employed to teach one or more credit courses for one semester.

(ii) Adjunct faculty may teach up to fifteen credits per semester. Faculty who provide exclusively laboratory and/or clinical instruction may teach up to fourteen lab contact hours or twenty-eight clinical contact hours per week. Total credit hours and contact hours taught per academic year may not exceed the equivalency of thirty semester load hours.

(iii) Adjunct faculty are contracted for individual courses.

(iv) This paragraph does not pertain to those teaching non-credit continuing education courses and business and industry training.

(v) Adjunct faculty must meet the regular full-service faculty rank criteria in order to become a ranked adjunct faculty member. The highest initial rank upon employment is that of adjunct instructor II. Initial classification and ranking is determined by the dean of the respective school. Adjunct faculty must meet specific criteria to be eligible for promotion in rank to adjunct instructor



III and to adjunct instructor IV.

(b) Special supplemental staff: persons teaching credit or non-credit courses in the continuing education and business and industry units.

(c) Substitute: persons substituting on a day-to-day basis.

(d) Long-term substitute: persons substituting in a long-term situation.

(e) College staff: exempt and non-exempt staff may teach for the college as long as they teach outside their normal work hours and abide by the teaching limits imposed on adjunct faculty with a semester contract as stated in paragraph (D)(1)(a)(ii) of this rule.

(2) Please refer to rule 3358:5-5-01.4 of the Administrative Code for details regarding the pay rate for adjunct faculty.

(E) Personnel services employees are those employees who provide non-teaching services for the convenience of the college. Personnel services employees are contracted on a semester basis as the need arises.

(F) Substitute employees are those employees who are hired for a limited period to perform a specific task for the convenience of the college.