

**Lakeland Community College**

POLICY TITLE:	EMPLOYMENT CLASSIFICATION
POLICY NO:	3354-2-20-01
ORIGINALLY APPROVED DATE:	07/07/94
REVISED DATE(S):	06/20/25
EFFECTIVE DATE:	06/20/25
NEXT REVIEW DATE:	06/2030
RELATED PROCEDURE:	N/A
RESPONSIBLE OFFICE(S):	DEPARTMENT OF HUMAN RESOURCES
APPROVED BY:	BOARD OF TRUSTEES

A. Position Status

1. Continuing Status Positions
  - a. Those with no known employment termination date.
2. Temporary or Grant-Funded Status Positions
  - a. Those with a known employment termination date.

B. Budgetary Status

1. Full-time Positions
  - a. Established with the anticipation of a minimum work schedule of 2,080 straight-time hours per fiscal year or 40 hours per week for 52 weeks per year.
2. Partial-year/Full-time Positions
  - a. Established with the anticipation of a minimum work schedule of 1,600 straight-time hours per fiscal year or 40 hours per week for 40 consecutive weeks per year, approximately August 16-May 15.
  - b. Established with the anticipation of a minimum work schedule of 1,768 straight-time hours per fiscal year or a minimum of 34 hours per week for 52 consecutive weeks per year.
3. Part-time Positions
  - a. Established with the anticipation of a maximum work schedule of 1,508 hours per fiscal year or a maximum of 29 hours per week.

C. Level of Assignment

1. Administrative
  - a. Administrators
    - i. President, Treasurer, Vice Presidents, Deans, Chief Officers, and Senior Directors.
  - b. Supervisory/Professionals
2. Faculty
3. Staff