



Treasure Valley

COMMUNITY COLLEGE

BP 7230 Non-Academic Employees

References:

None

This policy establishes the classification of positions at TVCC to ensure consistency, compliance with labor laws, and clarity in employee roles and responsibilities

Non-academic employees are those who are employed in positions that are not faculty positions. The employees and positions shall be known as the non-academic service.

Every position shall either be deemed exempt or non-exempt pursuant to the Fair Labor Standards Act. Exempt typically includes managerial, administrative, and professional roles and are exempt from overtime. Non-exempt covers employees who are eligible for overtime and whose work is subject to hourly wage laws.

Every position shall be classified into one of the following categories:

Administrative employees: Responsible for oversight, policy implementation, and management of programs or departments.

Professional employees: Require specialized knowledge, training, or certification in a recognized profession. This category includes legal, medical, scientific, or technical roles depending on job duties. Professional employees shall meet the criteria for exempt employee status.

Classified employees: Provide essential operational support and services, including, technicians, maintenance staff, and clerical roles. Classified employees shall be non-exempt.

Faculty employees: Includes those whose positions fall under the recognition clause in a faculty collective bargaining agreement and adjunct (part time faculty) positions.

Employment Types

Full-time employment: 40 hours per week, excepting summer when full-time employees are permitted to work 36-hour work weeks.

Part-time employment with leave benefits: 20-29 hours per week

Part-time employment without leave benefits: 1-19 hours per week



Treasure Valley

COMMUNITY COLLEGE

Employees must be approved in writing by the President and administrative team for 20-39 hours.

A temporary employee is an individual hired for a limited period of time to meet short-term business needs. This employee may work on an as-needed basis, with hours that can change from week to week depending on the employer's needs. Temporary employees are not guaranteed a set schedule or continued employment beyond the terms of their assignment and are not entitled to benefits other than those recognized by law.

A seasonal employee is an individual who works for less than a full year but does so each year on a set schedule to fulfill a specific purpose.

The President shall fix and prescribe the duties of the members of the non-academic service. (Also see BP 7110 Delegation of Authority)

Human Resources shall establish procedures to assure that the requirements of state law and regulations regarding the non-academic service are met and shall maintain an employee handbook, which shall be reviewed annually.

Adopted: April 21, 2026