

SECTION: PERSONNEL

SUBJECT: Appointment and Employment Status

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**Background:** The purpose of this policy is to define the categories of employees.

**Point of Contact:** HRS

**Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:** Academic Affairs; Provost

**Date of approval by LCSC authority:** June 18, 2018

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** 5/2018

**Summary of Major Changes incorporated in this revision to the policy:** Updated SBOE hyperlinks; Additional wording added to At-Will Employees section; Changed Professional-Technical to Career Technical.

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## **SUBJECT: APPOINTMENT AND EMPLOYMENT STATUS**

### 1. Categories of Employees – General Definitions

#### A. Classified Employee

“Classified Employee” means any person appointed to or holding a position at LCSC whose position is subject to the provisions of the merit examination, selection, retention, promotion and dismissal requirements of the Idaho Division of Human Resources as provided under Chapter 53, Title 67, Idaho Code <https://legislature.idaho.gov/statutesrules/idstat/Title67/T67CH53/SECT67-5309/> Classified employees are hired by submission of a personnel action and after a probationary period, are terminated only with adequate cause in accordance with the Rules of the Division of Human Resources <https://adminrules.idaho.gov/rules/current/15/150401.pdf>.

#### B. Non-classified Employees

“Non-classified employee” means any person appointed to or holding a position at LCSC that is not subject to the provisions of Chapter 53, Title 67, Idaho Code. All non-classified employees serve pursuant to an employment contract. The employment contract will include the period of the appointment, salary, pay periods, position title, employment status and any other information LCSC may elect to provide to define the contract of employment. Non-classified employees have no continued expectation of employment beyond their current contract of employment. LCSC adheres to the Idaho State Board of Education Policies for non-classified

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employees <https://boardofed.idaho.gov/board-policies-rules/board-policies/human-resources-policies-section-ii/policies-regarding-nonclassified-employees-ii-f/>.

(1) Institutional Faculty

References to “institutional faculty” or “faculty” in these policies include both academic and career technical faculty. Institutional faculty are generally subject to all of the same policies and procedures unless one group is specifically addressed or exempted. Notice of non-renewal for institutional faculty will be given in accordance with SBOE Policy Section II Subsection G.5 <https://boardofed.idaho.gov/board-policies-rules/board-policies/human-resources-policies-section-ii/policies-regarding-faculty-institutional-faculty-only-ii-g/> and LCSC Policy 3.118 <http://www.lcsc.edu/media/1436156/3118.pdf>.

“Academic faculty” means all employees who hold the rank of instructor or a higher academic rank in academic programs. These employees may be eligible for tenure and promotion.

“Career Technical faculty” means all employees who hold the rank of instructor or higher in career technical programs offering. These employees are eligible for promotion but not for tenure.

LCSC adheres to the Idaho State Board of Education policy for Institutional Faculty <https://boardofed.idaho.gov/board-policies-rules/board-policies/human-resources-policies-section-ii/policies-regarding-faculty-institutional-faculty-only-ii-g/>

(2) Term Appointed Faculty

“Term Appointed Faculty” means employees whose titles are Lecturer, Visiting Professor, and Adjunct Faculty. Term appointed faculty are hired for a specific period of time. Notice of non-renewal for these employees will be given in accordance with SBOE Policy Section II Subsection F.5 <https://boardofed.idaho.gov/board-policies-rules/board-policies/human-resources-policies-section-ii/policies-regarding-nonclassified-employees-ii-f/> and LCSC Policy 3.118. These employees are not eligible for tenure or promotion.

(3) Professional Staff

“Professional Staff” means all employees who meet the provisions of Chapter 53, Title 67, Idaho Code <https://legislature.idaho.gov/statutesrules/idstat/Title67/T67CH53/SECT67-5303/> and includes presidents, vice presidents, deans, directors or employees in positions designated by the state board, unless specifically excluded, who are allocated to the pay grade equivalent to 355 Hay points or higher pursuant to the rating system established by rule. Notice of non-renewal for these employees will

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be given in accordance with SBOE Policy Section II Subsection F.5 and LCSC Policy 3.118.

(4) Instructional Staff

“Instructional Staff” means employees whose titles are Teacher, Tutor, Trainer, Special Program Instructor, (i.e. Adult Learning Center) or any teaching personnel who do not hold faculty rank of instructor or above. Notice of non-renewal for these employees will be given in accordance with SBOE Policy Section II Subsection F.5 <https://boardofed.idaho.gov/board-policies-rules/board-policies/human-resources-policies-section-ii/policies-regarding-nonclassified-employees-ii-f/> and LCSC Policy 3.118.

(5) Temporary or Special Project Non-classified Employees

This category includes (1) employees who are appointed to positions that are either temporary or for special projects and who generally meet specific position requirements for (a) grants or contracts of specified duration or (b) part-time teaching or other responsibilities, and (2) employees who are appointed to fulfill the responsibilities of continuing positions on an emergency or temporary basis. These employees must assume that employment will terminate at the end of the term stated in the employment contract and notice of non-renewal need not be given <https://boardofed.idaho.gov/board-policies-rules/board-policies/human-resources-policies-section-ii/categories-of-employees-general-definitions-ii-d/>

(6) Head Coaches and Athletic Directors

Coaching personnel and Athletic Directors serve pursuant to contracts of employment as set forth in the policies and procedures established by the State Board of Education <https://boardofed.idaho.gov/board-policies-rules/board-policies/human-resources-policies-section-ii/policies-regarding-coaching-personnel-athletic-directors-ii-h/>

C. At-Will Employees

This category includes any person employed by Lewis-Clark State College who does not meet the criteria of any other category previously described and/or who is not working pursuant to an employment contract. These employees will be paid pursuant to a time sheet via [I-Time](#) or a Personnel Action Form. This includes irregular help, student employees, part-time employees and temporary employees who may or may not be eligible for sick/vacation leave and state benefits such as health insurance and retirement in accordance with eligibility criteria established by those providers.

These employees are entitled to state mandated benefits, such as workers compensation and social security, but have no recourse through grievance policies, and do not otherwise have privileges associated with continuing employment. The employee or the employer may end the employment relationship at any time, with or without notice and with or without cause.