

Details

Number: 200

Title: Administration of Employees

Category: Employees

Responsibility: Human Resources

Approval Date: 12/8/14

Effective Date: 12/9/14

Revised: 12/14/18; 12/10/19; 5/1/23, 12/9/24

Reviewed: December 2024

Purpose

To establish procedures for the administration of faculty, APT, and classified employees.

Applicability

Supervisors of faculty, APT, or classified employees.

Definitions

APT – An Administrative/Professional/Technical employee exempted from the State of Colorado, Department of Personnel and Administration (DPA) Board Rules and Director’s Administrative Procedures; also referred to as a non-classified employee. May be a full-time or part-time regular, seasonal, hourly, or temporary employee.

Classified Employee – An employee subject to the State of Colorado, Department of Personnel and Administration (DPA) Board Rules and Director’s Administrative Procedures. May be a full-time, part-time, or temporary employee.

Faculty – A full-time or part-time employee whose duties comprise at least one-half teaching responsibilities. May be a regular or limited faculty.

Instructor – An employee hired to teach on a temporary, as-needed basis at an hourly rate.

Limited Faculty – A full-time or part-time faculty hired for a limited duration not to exceed three years unless funded from other than State funds.

Regular Employee – A full-time or part-time employee assigned to a regular work schedule and continuing work responsibilities.

State Personnel Rules – A common term for the State of Colorado, Department of Personnel and Administration (DPA) Board Rules and Director’s Administrative Procedures.

Temporary Employee – A full- or part-time employee hired for a limited duration not to exceed 9 months unless working as a PERA retiree. These provisions may vary for an individual contracted through an employment agency.

References

Colorado Revised Statute 24-50-135 – Exemptions from personnel system
(https://leg.colorado.gov/sites/default/files/images/olls/2004a_sl_361.pdf)

Colorado State Personnel Board Rules and Director’s Administrative Procedures
(<https://spb.colorado.gov/board-rules>)

State Board Policy 3-10, Administration of Personnel
(<https://cccs.edu/policies-and-procedures/board-policies/bp-3-10-administration-of-personnel/>)

PCC Operating Protocol & Procedure 204, Student Employment
(<https://pueblocc.edu/cmsinternet/xml/OPP/200/204.pdf>)

PCC Operating Protocol & Procedure 205, Temporary Positions
(<https://pueblocc.edu/cmsinternet/xml/OPP/200/204.pdf>)

PCC Operating Protocol & Procedure 208, Recruiting, Selecting, Hiring, and Onboarding New Employees
(<https://pueblocc.edu/cmsinternet/xml/OPP/200/208.pdf>)

Attachments

None

Operating Protocol

Pueblo Community College categorizes its employees as classified or non-classified in compliance with Colorado and State Board requirements.

All regular non-faculty positions are assumed to be subject to the State Personnel Board Rules unless exempted by Colorado constitution or statute (employees in instructional or instructional support roles, in professional positions, or in executive assistant roles). Exemptions from Board Rules are determined by Human Resources (HR) based on the job description in accordance with CRS 24-50-135 and approved by the President.

Recruitment and hiring of positions pending determination of exemption status is not permitted.

A position previously exempted does not require a re-determination unless there has been a substantial and permanent change to the job description.

Procedure

The supervisor submits to HR the job description for a new or vacant staff position or for a staff position that has substantially and permanently changed responsibilities.

HR reviews the job description in accordance with CRS 24-50-135 and determines if the position is to be exempted from or subject to State Personnel Rules.

HR informs the supervisor of the assigned status for the position.