

Aims Community College Procedure
Employee Services
Status of Employees

Aims Community College is committed to an established process to determine the status of employment for all personnel.

A full-time employee (administrator or support staff) is one who works a minimum of forty (40) hours per week. As applied to faculty, a full-time employee is one who carries the full workload for faculty as defined in the Faculty Load Policy and Procedure. A full-time employee is designated as exempt or non-exempt following applicable law(s).

Benefitted employees are generally full-time employees (administrator or support staff) who are hired to work forty (40) hours per week and occupy positions which have been designated by the College as benefitted. As applied to faculty, the number of hours worked shall be based on the ratio identified in the Faculty Load Policy and Procedure.

Consistent with Affordable Care Act requirements, employees who, as of the date of hire can reasonably be determined to work at least thirty (30) hours per week, or who are determined to have worked at least thirty (30) hours per week at the end of the look back period, are eligible for medical benefits.

A part-time employee is one whose position has been designated by the College to work less than forty (40) hours per week. An exception may be granted to work up to forty (40) hours per week with appropriate approvals. Any work over forty (40) hours must follow the Overtime Procedure approval process. Employees who work less than forty (40) hours per week are not eligible for most benefits. As applied to faculty, the number of hours worked shall be based on the ratio identified in the Faculty Load Policy and Procedure. A part-time employee is designated as exempt or non-exempt following applicable law(s).

Consistent with the Colorado Healthy Families and Workplaces Act, all employees are eligible to accrue paid leave to use for certain sick, safety, and public health emergency purposes; accrual procedures are defined in the Leaves of Absence Procedure.

Adopted: College Council, May 23, 2022

Responsible Administrator: Executive Director/CHRO of Employee Services

Updated from Human Resources to Employee Services – September 20, 2022