



Policy Title Support Staff Policy Definitions	Original Adoption Date 11/16/89	Policy Number HR-213
Responsible College Division/Department Human Resources	Responsible College Manager Title Chief of Human Resources & Talent Development	
Policy Statement		
The definitions listed below pertain to all college policies referencing support staff.		
Reason for Policy		
Clarifies terminology used in college policies.		
Cross References and Legal Review		
Created/Adopted: 11/16/89		
Reviewed/Revised: 5/19/93; 7/01/02; 3/19/04; 9/24/12; 9/8/17		
Legal Reference:		
Cross Reference: Personnel Policies		
Legal Counsel Review and Approval: N/A		
Board Policy: III.A. General Executive Constraint, III.B. People Treatment		
Definitions		
<u>Support:</u> Refers to all individuals in support positions such as technicians, instructional assistants, maintenance, clerical, secretarial, and administrative assistants.		
<u>Full-Time:</u> Refers to support staff that is regularly scheduled to work 1,560 hours or more each fiscal year.		
<u>Part-Time:</u> Refers to support staff that is regularly scheduled to work 1,200 hours or more each fiscal year.		
<u>Other Part-time and Occasional:</u> Refers to support staff who works less than 1,200 hours per fiscal year.		