



INTERNAL POLICY AND PROCEDURE

TITLE: Human Resources System (HRS) Employee Categories
EFFECTIVE DATE: November 17, 2006
CANCELLATION: None
DIVISION: BUSINESS AND ADMINISTRATIVE AFFAIRS (BAA)
CATEGORY: Human Resources (General)
RESPONSIBLE DEPARTMENT: Human Resources (L)

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To publish Delgado Community College's employee categories designated within the Human Resources System (HRS).

2. **Employee Categories**

The Office of Human Resources is responsible for the employment process of all employees of the College and operates in accordance with the College's [Employment Procedures for Full-time, Benefits-Eligible Unclassified Faculty and Staff](#) policy and the employment requirements set forth by the Louisiana Community and Technical College System Board of Supervisors.

Delgado Community College employs individuals within employee categories designated within the Delgado's Human Resources System (HRS). The following are the employee categories with their respective definitions and HRS Codes:

9-MONTH REGULAR FACULTY (HRS Code 01)

A faculty member on a continuous, year-to-year, 9-month teaching or librarian appointment that appears as a line item in the College's annual budget.

12-MONTH REGULAR FACULTY (HRS Code 04)

A faculty member on a continuous, year-to-year, 12-month teaching or librarian appointment that appears as a line item in the College's annual budget. Excludes administrators with rank.

ACADEMIC SUPPORT STAFF – 9 MONTHS (HRS Code 05)

Academic support staff member on a continuous year-to-year, 9-month academic, usually non-teaching, support appointment that is budgeted as a line item and primarily includes lab assistant positions.

ACADEMIC SUPPORT STAFF – 12 MONTHS (HRS Code 06)

Academic support staff member on a continuous year-to-year, 12-month academic, usually non-teaching, support appointment that is budgeted as a line item and primarily includes lab assistant positions.

UNCLASSIFIED STAFF (HRS Code 07)

A continuous year-to-year appointed position with line or staff responsibilities that is budgeted as a line item. An individual in this unclassified position serves at the pleasure of the Louisiana Community and Technical Colleges System Board of Supervisors.

CIVIL SERVICE/ CLASSIFIED STAFF (HRS Code 08)

A position that is legally appointed to and serves in a position that is governed by the rules and regulations of the Louisiana Department of State Civil Service.

TEMPORARY FACULTY – ONE SEMESTER (HRS Code 09)

A faculty member in an appointed position for the duration of one semester that expires at the end of that semester.

TEMPORARY FACULTY – ONE ACADEMIC YEAR (HRS Code 10)

A faculty member in an appointed position for the duration of one academic year (Fall Semester and Spring Semester) that expires at the end of the Spring Semester.

TEMPORARY UNCLASSIFIED STAFF (HRS Code 11)

An unclassified service position, paid on a salary basis, involving duty assignments which are temporary or intermittent that shall not exceed a one-year appointment but is subject to renewal.

GRANT EMPLOYEES – 9 MONTHS (HRS Code 12)

A 9-month position that is externally funded through a grant. Unless employment conditions are specified in the grant, an individual hired as a grant employee adheres to the policies applicable to regular Delgado employees in comparable positions.

GRANT EMPLOYEES – 12 MONTHS (HRS Code 13)

A 12-month position that is externally funded through a grant. Unless employment conditions are specified in the grant, an individual hired as a grant employee adheres to the policies applicable to regular Delgado employees in comparable positions.

ADJUNCT FACULTY (HRS Code 14)

Part-time teaching faculty member appointed on a course-by-course contract basis.

TUTORS (HRS Code 15)

Tutor position paid on an hourly basis.

RESTRICTED CLASSIFIED APPOINTMENTS (HRS Code 16)

A temporary classified service position that is paid on an hourly basis and is governed by the rules and regulations of the Louisiana Department of State Civil Service.

HOURLY (HRS Code 17)

Position hired on an hourly basis involving duty assignments that are seasonal, temporary, intermittent or part-time.

ADMINISTRATORS WITH RANK (HRS Code 19)

A continuous year-to-year appointed position with line or staff responsibilities that is budgeted as a line item. An individual in this unclassified position maintains his/her academic rank and serves at the pleasure of the Louisiana Community and Technical Colleges System Board of Supervisors.

STUDENT EMPLOYEES (HRS Code 30)

A Delgado student hired through the Federal College Work-Study Program or the Delgado Work Study Program who are paid on an hourly basis.

Reference:

Original publication: Cancelled policy, Policy and Procedures Memorandum
BA-2540.1A, *Employee Categories and Benefits*

Review Process:

Director, Human Resources 11/7/06
Business & Administrative Affairs Council 11/17/06

Approval:

Vice Chancellor for Business and Administrative Affairs 11/17/06