

## **60102 Administrative and Professional Staff Definitions**

Administrative Employee – One holding a position that is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). Typically, the work requires primary (and major) responsibility for management of the institution or a recognized department or subdivision thereof and involves the consistent exercise of discretion and judgment in its performance. Incumbents are required to have advanced knowledge in a field of science or learning or equivalent experience sufficient to provide a comparable background.

Professional Employee – One holding a position that is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). Typically, the work includes primary support activities in the academic, student services, or administrative areas and involves the consistent exercise of discretion and judgment in its performance. Incumbents are required to have advanced knowledge in a field of science or learning acquired by a prolonged course of specialized intellectual instruction or equivalent experience sufficient to provide a comparable background.

Administrative employees and professional employees are considered non-instructional staff but may have teaching assignments as part of their assigned responsibilities. If qualified, these individuals may be given due consideration in filling part-time teaching assignments at the College, not to exceed seven (7) credit hours per quarter, at the rate set by the College.

(Amended 08/25/15)