

SECTION: PERSONNEL

SUBJECT: Appointment and Employment Status

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**Background:** The purpose of this policy is to define the categories of employees.

**Point of Contact:** HRS

**Other LC State offices directly involved with implementation of this policy, or significantly affected by the policy:** Academic Affairs; Provost; Vice President for Student Affairs; Vice President for Finance and Administration

**Date of approval by LC State authority:** June 2020

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** February 2026

**Summary of Major Changes incorporated in this revision to the policy:** Updated and removed hyperlinks; removed FLSA language

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## **SUBJECT: APPOINTMENT AND EMPLOYMENT STATUS**

### 1. Categories of Employees – General Definitions

#### A. Classified Employees

“Classified Employee” means any person appointed to or holding a position at LC State whose position is subject to the provisions of the merit examination, selection, retention, promotion and dismissal requirements of the Idaho Division of Human Resources as provided under [Chapter 53, Title 67, Idaho Code](#)

Appointments, employment status, personnel actions, and primary employment benefits concerning classified employees are conducted in accordance with the rules and regulations established by the [Idaho Division of Human Resources](#)

- i. Limited service classified positions are those positions expected to be of limited duration due to the funding nature of the position or project and must be identified and designated in advance of recruitment and hiring. Limited Service positions may be subject to expedited layoff in accordance with the rules and regulations of the [Idaho Division of Human Resources Rule 120](#) and related limited service agreements.

#### B. Non-Classified Employees

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“Non-Classified employee” means any person appointed to or holding a non-classified position at LC State pursuant to [section 67-5303\(j\), Idaho Code](#), and thus is not subject to the provisions of [Chapter 53, Title 67, Idaho Code](#). The classification of a position or employee as “non-classified” by LC State pursuant to Idaho State Board of Education, (SBOE) Governing Policies and Procedures, which is not otherwise, “teaching staff”, constitutes Board designation of such position or employee as an “officer”, or “Professional Staff” under [section 67-5303\(j\), Idaho Code](#).

i. Non-Classified Officer or Professional Staff

The term non-classified Officer or Professional Staff includes the President, Vice Presidents, Deans, Directors, and other personnel in such positions at LC State as may be designated by the President or their designee as non-classified in accordance with applicable sections of Idaho Code.

C. Faculty Employees

“Faculty employees” comprise a unique subset of LC State’s non-classified employees. Thus, faculty employees are addressed specifically throughout LC State Policies and Procedures and related SBOE Policies and Procedures. References to “institutional faculty” or “faculty” in LC State Policies and Procedures include both academic and career-technical faculty. Institutional faculty members are generally subject to all of the same policies and procedures unless one group is specifically addressed or exempted.

- i. “Academic faculty” means all employees who hold the rank of instructor or a higher academic rank in an academic division.
- ii. “Career Technical faculty” means all employees who hold the rank of instructor or a higher rank at LC State and who are hired under the State Division of Career and Technical Education.

D. Temporary, Irregular Help (IH), or Special Project Non-Classified Employees

These positions are “at will” and employees in this category may be released or terminated without cause at any time provided there is no illegal discrimination in accordance with [SBOE Policy Section II.F.1](#). This category includes (1) employees who are appointed to positions that are either temporary, IH, or for special projects and who generally meet specific position requirements for (a) grants or contracts of specified duration or (b) part-time teaching or other responsibilities, and (2) employees who are appointed to fulfill the responsibilities of continuing positions on an emergency or temporary basis.

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- i. Temporary, IH, or special project staff positions are those employees appointed to hold a temporary appointment. These positions may be appointed to complete work for other staff who are on various types of leave, or to fill the short-term needs of an employment department. These appointments are limited to one thousand three hundred eighty-five (1,385) hours of work in any twelve-month period and are expected to work less than 20 hours per week (.5 FTE). See [IDAPA 15.04.01 Rule 122](#). Any need to work more than 20 hours per week, must consult with HRS and their immediate supervisor.
- ii. “Adjunct faculty” are part-time, temporary faculty positions in which an individual is hired to teach a specified course or courses for one academic semester or term with no expectation of subsequent appointments. Typically, there is no expectation of professional service for an adjunct faculty member as part of a workload assignment.

Adjunct faculty who carry a workload of 11 credits or less may continue such a workload for an indefinite number of single-semester or term appointments, with no break in service required, subject to approval of the respective management chain and funding limitations.

- iii. “Student employee” is a student enrolled in an undergraduate, graduate, or career and technical education program at LC State when such employment is predicated on student status. Student employees cannot average more than 30 hours per week between May 1<sup>st</sup> – April 30<sup>th</sup>. If the employee averages more than 30 hours, they will be eligible for insurance effective the following July 1<sup>st</sup> – June 30<sup>th</sup>.
- iv. Departments that wish to employ a retired employee must consult with Human Resource Services and their respective management chain to assess benefits eligibility and related budget implications prior to entering into any reemployment agreements.

E. Head Coaches and Athletic Directors

Serve pursuant to contracts of employment as set forth in [State Board of Education Policy II.H.](#)