

# Classification of Personnel

A faculty member is a full-time instructor or librarian who has the minimum qualifications established by the Alabama Community College System and whose salary is derived from Schedule D adopted by the Alabama Board of Trustees.

An administrator is any professional staff person whose salary is determined from Salary Schedules A, B, C1, C2, or C3 adopted by the Alabama Community College System (Appendix B).

A support person is any support or technical staff person whose salary is determined from Schedules E or H adopted by the Alabama Community College System, or who is paid on an hourly basis.

For all purposes of the Students First Act of 2011, which is the State statute that sets the standards and conditions under which eligible employees may attain non-probationary status (“tenure”), employees shall be categorized as either “instructors” or “classified employees.”

All new employees are required to complete the appropriate paper work, which may be found in Human Resources or the College Website. Having this paperwork completed and turned in to HR is essential to new employees being paid in a timely manner.