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SECTION: Human Resources

POLICY TOPIC: Employment Terms and Workloads

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I. Introduction

The President, or designee, shall establish procedures for formulating contracts and regulating the work of all College employees.

II. Contract Employment of Exempt Personnel - (Non-Faculty)

Exempt personnel will normally be hired for the fiscal year (July 1 - June 30). Exempt positions under this category include executive, administrative, and non- faculty professional staff (faculty members are considered exempt employees but are covered separately in another portion of this policy). An initial probationary period is assigned such an employee for the first twelve months of employment. Upon successful completion of this probationary period, employment shall be offered on a fiscal year basis unless: (1) the employee voluntarily terminates employment giving thirty days written notice; (2) there is a reduction in the workforce; (3) the employee is terminated for cause during the fiscal year for which hired; or (4) the employee is terminated without cause with thirty (30) days written notice prior to the end of the fiscal year for which hired.

III. Contract Employment of Non-exempt Personnel

Support Staff (non-exempt) employees under this category will normally be hired for the fiscal year. An initial probationary period is assigned such an employee for the first six months of employment. Upon successful completion of the probationary period, employment shall be offered on a fiscal year basis unless: (1) the employee voluntarily terminates employment giving two weeks written notice; (2) there is a reduction in the workforce; (3) the employee is terminated for cause during the fiscal year for which hired; or (4) the employee is terminated without cause with thirty (30) days written notice prior to the end of the fiscal year for which hired.

Conditional and temporary employees are hired on a limited basis and are not subject to the provisions of this policy.

IV. Employment of Faculty MembersA. Full-Time Faculty Contracts:

1. Probationary Faculty: The first three years of employment shall be a probationary period. One year contracts shall be given for each of these three years, with no obligation of continuation. The College may elect not to issue a new contract for the second, third, or fourth year without showing cause for non-renewal and with no employee appeal.
2. Continuing Faculty: Beginning with the fourth year of employment, the contract of a faculty member shall be continued from year to year unless either the College terminates the contract for cause, after a hearing, or there is a reduction in the workforce.
3. Notification of Intent of Renewal: Notification of intent to non-renew shall be given by March 1 of each year. Renewal shall be offered by June 30, and the staff member shall have a minimum of ten (10) working days to sign the contract and place it on file in the Human Resources Office. If a contract has not been postmarked or received by June 30, or ten (10) working days following renewal offer, the position shall be considered vacant.

B. Adjunct Faculty Contracts:

1. Philosophy of Adjunct Instructor Employment: In order to fulfill its commitment to quality education, the College must have the best qualified instructional personnel obtainable within available resources. Additionally, if the College is to relate to the needs and draw upon the resources of the community it serves, it should utilize part-time instructional personnel in order to: (1) avail itself of the expertise of qualified persons in business, industry, government, and the professions; (2) provide students with unique insights of practitioners; (3) maintain flexibility in educational programs; and, (4) maximize the utilization of available resources. To these ends, the President shall provide for the integration of adjunct instructors into appropriate College programs.
2. Employment Period: Adjunct instructors shall be hired on a semester basis depending upon the instructional needs identified for each semester. Such service shall be compensated on a credit hour or contact hour basis at rates recommended by the President and approved by the Board. Adjunct

instructors are not eligible for insurance programs.

IV. Workload

The period during which an employee shall be on duty is, for exempt employees, the fiscal year or the contract term, and for non-exempt employees, the normal work periods as specified in the Professional and Staff Employee Handbook. Instructors shall be on duty according to the instructional schedule and the number of days specified in the employment contract. Specific workloads shall be established by the President through the appropriate Vice President.

V. Community Activity Participation

Members of the faculty and staff are encouraged to participate in some type of community activity or service, provided that such participation does not cause the individuals' professional responsibilities to be impaired.

VI. Special Assignments

- A. Supplemental Employment: Agreements for supplemental employment may be made with exempt personnel for the performance of other assignments beyond their regular contract and position description. Such service shall be compensated at rates approved by the Board upon the recommendation of the President. The President is authorized to approve such agreements and may establish procedures for the delegation of such authority.
- B. Released Time: Employees on full-time contracts may, from time to time, be granted release from all or a portion of their regular tasks or teaching workload for the purpose of performing special assignments. Any such released-time activity shall be approved by the President and the terms thereof clearly indicated. Faculty may also be given short-term release from other duties to teach classes during the temporary absence of the regular instructor.
- C. Extra Compensation: Compensation for extra service in addition to their regular duties to both exempt and non-exempt employees may be awarded and approved by the President, or designee, and the terms thereof clearly indicated.