

**POLICY
BOARD OF TRUSTEES
MAYLAND COMMUNITY COLLEGE**

Title: PART-TIME EMPLOYMENT

Type: PERSONNEL

POLICY NO: 4.017

Policy Adopted: June 14, 1999

EFFECTIVE DATE: 6-10-13

AMENDED DATE: 9-13-99; 02-14-00, 2-19-07; 6-10-13

Charles Ronald Kates
Chairman

**AUTHORITY: NCGS 115D-20 (7);
SACS 3.2.9**

1. Definitions

- a. "Part-time employee" means an individual contracted to work for 29 hours or less per week, who is paid on an hourly basis, and who does not earn benefits.
- b. "Annual part-time curriculum faculty member" means an individual who is contracted to provide instruction for a minimum of nine months and for at least 12 credit hours or 18 contact hours per week per semester, who performs three-fourths (3/4) of all assigned faculty responsibilities (including instruction, office hours, student advising and committee assignments), who is paid on an hourly basis, and who is eligible to receive benefits. Total hours worked will not be less than 30 hours per week. Salary is based on a pro-rated amount from the Full-time Salary Matrix.
- b. "Annual part-time non-curriculum instructor" means an individual who is contracted to provide instruction for a minimum of nine months and for at least 28-30 contact hours per week per semester, who is paid on an hourly basis, and who is eligible to receive benefits. Total hours worked will be 35 hours per week. Salary is based on a pro-rated amount from the Full-time Salary Matrix.

2. Classification

The Board of Trustees of Mayland Community College delegates to the President the authority to hire all new personnel classified as part-time or annual part-time, and to fill all vacancies that may exist or may occur in all positions classified as part-time or annual part-time without the prior consent or approval of the Board of Trustees.

The President shall provide the Board of Trustees with a report containing the names, positions, for each Annual Part Time person employed under the authority in the preceding paragraph at the next regular meeting of the Board of Trustees following the employment.

Positions initially classified as annual part-time curriculum faculty, or annual part-time non-curriculum instructor shall be approved by the President prior to their being advertised and filled.

TITLE: PART-TIME EMPLOYMENT

TYPE: PERSONNEL

3. Benefits

Annual part-time personnel are eligible to receive the following benefits:

- a. Major medical insurance coverage at no cost to the employee for basic coverage, with coverage for dependents available at the employee's expense. Personnel may choose to participate in standard coverage at their expense or opt out of participation in the State Employee's Health Plan.
- b. Participation in the North Carolina Teachers and State Employees Retirement System.
- c. Holiday pay on a prorated basis.
- d. Longevity pay, as mandated by 1C SBCCC 400.98.
- e. Participation in supplemental insurance, deferred compensation and tax-sheltered annuity programs that are approved by the President.

4. Limitations

Implementation of this policy is subject to the allocation of sufficient funds by the State Board of Community Colleges and the availability of funds from federal, institutional and local sources.

All employment of part-time and annual part-time personnel shall be done in compliance with all applicable state or federal laws and regulations pertaining to equal employment opportunity and affirmative action and in compliance with the policies of the Board of Trustees pertaining thereto.

5. Continuation of Benefits following Separation

An annual part-time employee who is separated from employment shall be allowed to continue major medical coverage by paying 100% of the monthly premiums, in accordance with the provisions of the Comprehensive Omnibus Budget Reconciliation Act (COBRA).

6. Effective Date

Amendments made after the effective date of this policy shall become effective upon the date of adoption unless otherwise specified in the amendment.

Part-time and annual part-time employment is only for the period specified in the contract and there is no implied agreement for continued employment or for special consideration for future full-time employment.