

Workforce Development Instructor Employment PROCEDURE

*Related Board of Trustees Policy: **BP***

Approval:

Revision:

- Instructors hired by Craven Community College's Workforce Development unit may work 29 hours per week or less. This includes all service to the College (such as planning, and grading course work, etc.)
- The total of 29 hours (documented by monthly timesheet) includes all hours worked by the employee regardless of the unit served (in Workforce Development and Curriculum if applicable).
- Part time Workforce Development instructors are required to notify each supervisor when they work in other departments for all positions worked at the College.
- If a part time employee is working for two areas of the College, both unit VP's must document approval PRIOR to employment in each area. This documentation can occur via email and must be initiated by the supervisor. This documentation must be attached to the signed contract.
- Each supervisor must track the hours worked by all part time employees in his/her area weekly. The supervisor must coordinate with supervisors in other areas, if necessary, to ensure that each part time individual has no more than 29 total hours worked at Craven Community College each week.
- The contract provides an area for disclosure of working in other areas of the College.
- At the conclusion of each Workforce Development class, the instructor must turn in a signed and dated attendance sheet with the student names to the appropriate supervisor/coordinator.

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