

Part Time Support Staff Employment PROCEDURE

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

Approval:

Revision:

- Individuals hired to work 29 hours a week or less, or to work part-time to support any area of the College in a capacity other than instruction are considered hourly (non-exempt) employees.
- Hourly employees may only work a total of 29 hours a week if hired on a part time basis (documented by timesheet). This includes all hours worked by the employee regardless of the unit served.
- Part time personnel are required to notify and obtain approval from each supervisor when they work in other areas (department, center, or unit) of 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. (If there is no contract, this approval should be placed in the employee's personnel file).
- 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.
- Part time personnel must complete a monthly time record and submit to each supervisor for approval as directed by the supervisor. The employee must disclose on each time sheet if he/she is working in any other area of the College.
- Failure to comply with any part of this procedure may result in a disciplinary action or termination.

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