

## EMPLOYMENT CATEGORIES AND BENEFITS

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*Related Board of Trustees Policy: BP 2.8*

*OPR: Vice President for Administration*

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### **EMPLOYMENT CATEGORIES AND BENEFITS**

The Board of Trustees designated four employment categories (Full-Time Regular, Part-Time Regular, Full-Time Temporary, and Part-Time Temporary) and the associated benefits of each. This procedure further delineates these categories, including with respect to direct student instruction, along with associated benefits and work schedule requirements.

#### **Designated Sub-Categories and Applicable Benefits**

**Faculty.** Full-time regular employee whose primary duties involve direct student curriculum instruction. Faculty receive an annual contract for nine (9) to twelve (12) months.

- The faculty work schedule follows the College's published *Academic Calendar*, including instructional days and designated faculty workdays. Faculty do not accrue annual leave.
- Faculty are provided three leave days each academic term to attend to personal matters, with use of these days coordinated with the faculty member's supervisor. This leave expires at the end of each term and does not accumulate.
- The Vice President for Instruction determines the number of credit or contact hours each faculty member is responsible for during each academic term, and designates any "release time" for faculty to conduct non-course specific duties (e.g., committees, curriculum development, student clubs and activities, etc.).

**Supervisory Faculty.** Full-time regular employee whose primary duties involve the supervision of faculty members and direct or indirect student curriculum instruction and support. Supervisory faculty are employed on an annual twelve (12) month contract and accrue leave.

**Adjunct Faculty.** Part-time temporary employee whose primary duties involve direct student curriculum instruction. Adjunct faculty receive a course-by-course contract, with no expectation of continued employment for subsequent academic terms. The work schedule follows the schedule published for the respective course(s).

**Instructor.** Full-time regular employee whose primary duties involve direct student non-curriculum instruction. Instructors receive the same benefits as other full-time regular staff and administrators.

**Adjunct Instructor.** Part-time temporary employee whose primary duties involve direct student non-curriculum instruction. Adjunct instructors receive a course-by-course contract, with no expectation of continued employment for subsequent courses. The work schedule follows the schedule published for the respective course(s).

Staff. Employee whose primary duties do not involve direct student instruction. Staff may be designated in any of employment categories described in Board Policy 2.8.

Administrator. Employee whose primary duties do not involve direct student instruction. Administrators are full-time regular employees and supervise one or more full-time regular employees.

## **Employment Funding Sources**

State. The College receives annual funding via allocations from the State legislature and the State Board of Community Colleges. Personnel funding received by the College expires at the end of each fiscal year.

- *Categorical Allocations.* Portions of state funding are restricted to specified purposes and employment positions. Continued employment in such positions are subject to funding availability.

County. The College receives annual funding via annual allocations from the Craven County Commissioners. The county designates personnel funding to support certain College functions, including security, maintenance, and custodial. County allocations are also used for annual supplements to positions funded from other sources. County funds do not expire from year-to-year.

### Institutional.

- *Grants.* The College receives grants from a variety of federal, state, and other entities. Each grant specifies allowed uses, including personnel expenses. Employees funded via grant sources do not have an expectation of continued employment beyond the expiration of the grant term.
- *Institutional Fees.* The College collects various fees that may be used for restricted purposes defined by state statutes and the State Board of Community Colleges. Continuation of employees funded via institutional fees are subject to funds availability.
- *Self-Support.* The College conducts select instructional activities that generate local funds that can be used, in certain cases, to fund personnel positions. Continuation of employees funded via self-support accounts are subject to funds availability.