

sufficient coverage during lunch hours to ensure continued service to students and others. Administrators and professional support employees assigned primarily evening duties will maintain a schedule as dictated by job requirements. Weekend duties may be assigned.

Instructional, Staff Assistant, Technical/Paraprofessional, and Clerical

The normal workweek is 8:00 a.m. until 5:00 p.m. Monday through Thursday, and until 3:00 on Friday. All individual schedules may vary according to work assignments. A nonexempt employee cannot report to work early or stay late without approval from the supervisor nor is he/she permitted to stay in the work area during the meal break. The work schedule may be temporarily adjusted when necessary. When an employee in this category works overtime, the Fair Labor Standards Act rules will apply. Evening personnel hours are assigned by the Dean. Lunch and dinner periods will be scheduled to ensure continued service.

College No Class Days

College no class days are workdays for faculty with hours on campus from 8:00 a.m. until 3:00 p.m., with a one-hour lunch break.

Adjunct Faculty

The primary duty of adjunct faculty is instruction. The instructor must maintain accurate records and submit timely reports. Instructors must inform students at the first class meeting when they may make appointments with them and are to be available 15 minutes before and after each class period.

Part-time Faculty on Pro-rated Contracts

Prorated contracts must be approved by the President. The minimum number of hours will be 12 contact hours, and the base number will be 24. A minimum of five hours per week on campus is required in addition to class time.

Maintenance, Custodians, and Security

These personnel may be assigned to day, evening, or weekend shifts. If an employee works more than the standard work schedule, the Fair Labor Standards Act rules will apply.

7.1.7.2 Professional Development (11.22) (403)

All employees are expected to maintain a high level of job competence. They must complete an annual educational/professional development plan approved by their supervisor and placed on file in the Human Resources Office.

(May 28, 2001)
(Revised December 10, 2007)

PROCEDURE

New employees will complete an educational/professional development plan during their performance evaluation. During the evaluation period, the supervisor will review and update the plan with each employee.

Funding for professional development will be dependent upon approved state and local funds. The President will appoint an individual to administer the professional development funds. Each employee eligible for professional development funds shall submit to his/her supervisor a request with justification.

7.1.7.3 Political Contribution Policy for the President (11.27)

The President must not be openly affiliated with any political party or openly contribute personal funds to the political campaign of any party or individual.

(May 28, 2001)

(Revised December 10, 2007)

(Revised August 2, 2010)

NO PROCEDURE

7.1.7.4 Nepotism (11.3)

The College must not concurrently employ two or more persons who are closely related by blood or marriage in positions that result in one person's supervising or having substantial influence over salary, wages or advancement of another close family member. Two or more immediate family members may be employed by the College with the approval of the President. For the purpose of nepotism "closely related" is defined to mean mother, father, brother, sister, son, daughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandmother, grandfather, grandson, granddaughter, uncle, aunt, nephew, niece, husband, wife, step-parent, step-child, step-brother, step-sister, guardian, or ward or anyone claimed on a tax return as a dependent or who resides in the same household.

(May 27, 2002)

(Revised December 10, 2007)

(Revised August 2, 2010)

PROCEDURE

When a member of an employee's immediate family is being considered for full-time, part-time or student employment at the College, the President must be notified. The employee must not supervise the relative. Neither relative shall be permitted to participate in the evaluation of the other relative.