

NORTHEAST COMMUNITY COLLEGE
ADMINISTRATIVE PROCEDURE NUMBER: AP-7630.0
FOR POLICY NUMBER: BP – 7630
PART-TIME EMPLOYEE BENEFITS PROCEDURES

1. PROCEDURE SUMMARY STATEMENT

To establish procedures for part-time employee benefits.

2. DEFINITIONS

2.1 The College has two categories of part-time positions:

2.1.1 Regular part-time employees and adjunct instructors eligible for benefits.

2.1.1.1 Employees in this category:

2.1.1.1.1 have a position which has been budgeted for through the College's budget process;

2.1.1.1.2 have an approved position description;

2.1.1.1.3 have been hired through the College's hiring process; and

2.1.1.1.4 work a minimum of 1,040 hours in a fiscal year or teach a minimum of 50% of a full-time faculty load (BP-7244) in an academic year (Fall/Spring semesters).

2.1.1.2 Regular part-time employees and adjunct instructors not eligible for benefits. Employees in this category:

2.1.1.2.1 have a position which has been budgeted for through the College's budget process;

2.1.1.2.2 have an approved position description;

2.1.1.2.3 have been hired through the College's hiring process; and

2.1.1.2.4 work less than 1,040 hours in a fiscal year or teach less than 50% of a full-time faculty load (BP-7244) in an academic year (Fall/Spring semester).

2.1.2 Temporary part-time. Employees in this category do not meet the definition of either category of a regular part-time employee as set forth above. This category includes the following:

2.1.2.1 Temporary employees hired to cover for absent employees or to fill gaps in the College's workforce for a limited time period.

2.1.2.2 Seasonal employees hired during a particular season to assist with peak workloads.

2.1.2.3 Students hired as work-study and students hired as student workers during the academic year or as seasonal employees during the summer.

3. PROCEDURE

3.1 Eligibility:

3.1.1 Regular part-time employee's eligible for part-time benefits, other than adjunct instructors, shall have the applicable part-time benefits specifically provided for in his/her position description. Regular part-time employees who generally work 20 hours per week shall be eligible for 50% part-time benefits; regular part-time employees who generally work 24 hours per week shall be eligible for 60% part-time benefits; and regular part-time employees who generally work 28 hours per week shall be eligible for 70% part-time benefits. Adjunct instructors eligible for part-time benefits shall be determined based on their faculty load in accordance with BP-7244.

3.1.2 Temporary part-time employees shall not be eligible for part-time employee benefits.

3.2 Benefits:

3.2.1 Regular part-time employees, other than adjunct instructors, who meet the eligibility requirements above shall be afforded the following benefits:

3.2.1.1 College I.D. Card – this allows free or reduced price admission to events such as College sponsored athletic events and Theater productions.

3.2.1.2 50% tuition waiver for college credit and reimbursable non-credit courses for employee and eligible dependents. All staff in-service courses shall be entitled to a 100% tuition waiver.

3.2.1.3 Participation in a salary reduction agreement for retirement with a minimum contribution of \$200 per calendar year as allowed by the vendor. There shall be no employer matching by the College for these contributions.

- 3.2.1.4 Pro-rated sick leave based upon the rate of one day per month worked. Proration shall be based upon the actual hours worked. The maximum accumulation of sick leave shall be 40 hours. Unused sick leave shall not be paid upon resignation or termination of employment.
 - 3.2.1.5 Pro-rated emergency leave based upon the actual hours worked.
 - 3.2.1.6 Pro-rated holiday pay (classified, professional/managerial and administrative staff only) for holidays occurring in months while the part-time employee is working. Proration shall be based upon the actual hours worked. Example: if an employee works from September 1 through May 15, he/she would not be eligible for Memorial Day or July 4 holidays.
 - 3.2.1.7 Pro-rated annual leave (classified, professional/managerial and administrative staff only) based upon the actual hours worked. See Policies BP-7413 (Administrative Earned Annual Leave, BP-7415 (Professional/Managerial Earned Annual Leave) and BP-7417 (Full-Time Classified Earned Annual Leave) for leave rates. The maximum accumulation shall be 80 hours. Unused annual leave shall be paid upon resignation or termination of employment.
- 3.2.2 Adjunct instructors meeting the eligibility requirements under BP-7244 in an academic year shall be afforded the following:
- 3.2.2.1 College I.D. Card – this allows free or reduced price admission to events such as College sponsored athletic events and Theater productions.
 - 3.2.2.2 50% tuition waiver for college credit and reimbursable non-credit courses for employee and eligible dependents. All staff in-service courses shall be entitled to a 100% tuition waiver.
- 3.2.3 All regular part-time employees, other than adjunct instructors, eligible for part-time benefits shall be enrolled in the College's Employee Assistance Program.

4. APPLICABILITY

N/A

ISSUE DATE: 12/01/2014

EFFECTIVE DATE: 12/01/2014

REVISION DATE(S): 07/11/1996 (item #7665); 03/13/1997 (item #7957); 04/16/1998 (item #8284); 03/14/2002 (item #9086); 07/14/2011 (item #10872); 12/01/2014

PRIOR POLICY/PROCEDURE NUMBER: 4180.a

SCHEDULE FOR REVIEW: 2019

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RELATED PROCEDURES/ REFERENCE: none

PROCEDURE KEY WORDS: part-time employee benefits