

NORTHEAST COMMUNITY COLLEGE POLICY MANUAL

SECTION 7– HUMAN RESOURCES SUBSECTION 72 – CLASSIFICATION, COMPENSATION & WORK ASSIGNMENTS

POLICY NUMBER: BP – 7242

STAFF LOAD (OTHER THAN FACULTY)

1. POLICY REASON/PURPOSE/INTENT

To define employee work load for staff other than faculty.

2. DEFINITIONS

N/A

3. POLICY

3.1 Full-time college staff members, other than instructional staff, are those individuals who work a minimum of 40 hours per week.

3.2 The minimum number of compensable hours in the college fiscal year is 2,080.

3.3 All full-time college staff members, other than instructional staff, will work a full college fiscal year exclusive of holidays (recognized by the Northeast Community College Board of Governors) and paid vacation days.

4. APPLICABILITY

N/A

EFFECTIVE DATE: 1/12/2017

ORIGINAL ADOPTION DATE: 02/13/1975 (Code 4116 item #0823)

REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER): 12/12/1974
(Code 4116.01 item #7048); 07/10/2014 (item #11462); 1/12/2017 (item#11980)

PRIOR POLICY/PROCEDURE NUMBER: 4112

SCHEDULE FOR REVIEW: 2022

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RESCINDED DATE: none

LEGAL REFERENCE: none

CROSS REFERENCE: none

PROCEDURE(S) FOR POLICY: none

RELATED POLICIES/REFERENCES: none

POLICY KEY WORDS: staff load, work week, full-time