

Types of Employment

Employees may be full-time, part-time, or temporary. Full-time employees work the standard college week and are employed on a semester, three-month, six-month, nine-month, or twelve-month letter of appointment. Full-time employees are eligible for leave and other benefits described in this handbook.

Permanent part-time support staff are employed on a three-month, six-month, nine-month, or twelve-month basis and usually on a schedule that represents a fractional part of the full-time employees' schedule. Participation in the retirement system depends upon the part-time ratio worked.

Permanent part-time employees who work less than twenty (20) hours per week do not accrue leave and do not earn the healthcare insurance allotment. Permanent part-time faculty are employed on a semester, nine-month, or twelve-month basis and usually on a schedule that represents a fractional part of the full-time employees' schedule. Faculty members who are less than full-time do not accrue leave. Participation in the retirement system depends upon the part-time ratio worked.

Temporary part-time employees are hired for less than the normal letter of appointment period. Adjunct instructors are classified as temporary since employment is on a per course basis and only for one semester at a time. Temporary employees do not accrue leave or qualify for other staff benefits.