



## EMPLOYMENT CATEGORIES AND OBLIGATIONS

### POLICY

As permitted by NC General Statute Section 115D-20(2), the Board of Trustees delegates to the President authority to employ all personnel other than the President of the College; except, per BCC Board of Trustee Bylaws, the President shall place nominations for senior administrators, who report directly to the President, before the Executive Committee of the Board for its advice before submitting those nominations to the Board of Trustees for action. The employment authority granted to the President also includes lateral transfers, promotions, non-renewals, terminations, and other changes in employment status. Employment classifications (categories) are defined and used throughout Human Resource reporting.

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### PROCEDURES

#### Employment Classifications

**Full-Time** – A permanent position established in the budget as a regularly recurring position. Employment must be for nine or more months per calendar year and considered full-time weekly employment of 40 hours. Positions in this category earn all benefits offered by BCC, including longevity and membership in the Retirement System. All full-time employees will have annual employee agreements.

**Part-Time (30 Hour)** – A permanent position established in the budget as a regularly recurring position. Employment must be for nine or more months per calendar year and at least 30 hours per week but less than full-time weekly employment. Positions in this category earn all benefits offered by BCC, longevity, and pro-rated holidays, annual and sick leave. All part-time 30 hour employees will have annual employee agreements.

**Regular-Part-Time** – An established regular recurring budget position for at least one year working 25 hours per week on a consistent basis. Positions in this category do not earn benefits or annual and sick leave.

**Part-Time Temporary** – A position not established in the budget as a regularly recurring position. Employment must be less than 25 hours per week. Positions in this category do not earn benefits or annual and sick leave. Contracts are not required for Part-Time Temporary employees.

#### Faculty

**Full-time Faculty:** Full-time faculty are required to teach 18-21 contact hours each semester or 36-42 contact hours over the course of fall and spring semesters. For twelve-month faculty members the summer teaching load is 9-12 contact hours. These employees are eligible for all standard fringe benefits, including State Retirement and medical, and are paid at a monthly rate. Faculty employees who work at least nine months per year are considered full-time employees.



**Full-time Term Instructors:** These faculty are responsible for teaching a full course load as any other full-time faculty member. They are paid by the month and are given work contracts that are nine months or less. Term contracts are evaluated for continuance or conversion to a regular contract based on course and department demands, College needs, and financial feasibility. As full-time employees, these individuals are all standard fringe benefits.

**Part-time Faculty Members:** Part-time faculty members employed by BCC are contracted to teach a specified number of contact hours per semester. The contracted remuneration per course taught covers direct instructional contact hours and, depending on the instructional category, indirect instructional activities such as class preparation and grading, including one office hour per week per contracted course.

**Curriculum Adjunct Instructors:** Adjunct Instructors are responsible for teaching an entire course, including lab/clinical hours. They are paid by the week, month, or course and are not eligible for standard fringe benefits. The maximum Part-time curriculum adjunct faculty load is 12 contact hours.

**Curriculum Adjunct Clinical/Lab Instructors:** Responsible for conducting only the lab/clinical portion of a course or program. They are paid by the hour, week, month, or course and are not eligible for standard fringe benefits. The maximum part-time curriculum adjunct faculty load for clinical/lab instructors is 12 contact hours.

**Part-time Continuing Education Instructors:** Occupational Extension Instructors are responsible for teaching all or part of a course, including lab, clinical, or hands-on instruction. They are paid by the hour, week, month, or course, and are not eligible for standard fringe benefits.

**College and Career Readiness Instructors:** These instructors are responsible for teaching an entire course or part of a course, including labs. Unless designated as 30 hour employees, they are paid by the hour, week, month, or course, and are not eligible for standard fringe benefits. The maximum part-time instructor work load in Continuing Education is 25 hours per week and are not eligible for standard fringe benefits.

## STAFF

**Full-time Staff:** The normal work load for a staff member is 40 hours a week. Staff members may be expected to work irregular hours or during the weekend. These employees are eligible for all standard fringe benefits, including State Retirement and medical, and are paid at a monthly rate. Full-time employees that work less than a 40-hour work week will have pro-rated vacation and and sick leave benefits.

**Part-time Permanent Staff:** Part-time permanent staff may be employed for no more than 25 hours per week. This limit of 25 hours per week includes all employment by any and all divisions of the College. Any exception to these work hours must be approved by the area Vice President or



the President. Part-time permanent staff earn service credit for longevity. Part-time employees are required to keep a timesheet on a daily basis. They are paid by the week and are not eligible for standard fringe benefits.

**Part-time Temporary Staff:** Part-time staff may be employed for no more than 25 hours per week. This limit of 25 hours per week includes all employment by any and all divisions of the College. Any exception to these work hours must be approved by the area Vice President or the President. Part-time employees are required to keep a timesheet on a daily basis. They are paid by the week and are not eligible for standard fringe benefits.

Any part-time employee of the College who is offered part-time employment in another area of the College is required to inform each supervisor of all assignments within BCC and complete a secondary employment approval form. The secondary employment form must be signed by both Vice Presidents in the corresponding area.

*Approved by the Brunswick Community College Board of Trustees*  
November 6, 2017