



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

DC-3 Employment of Staff and Part-Time Employee Salary Determination

APPROVED: February 1978 **REVISED:** November 1, 1996
Year of last review: 2021
AUTHORIZING BOARD POLICY: DC

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To delineate the process for initiating, approving, and processing recommendations for the employment of staff and for determining the salary for part-time employees.

PROCEDURE:

- I. Personnel of the District are employed in Combination of the Following
 - A. Workload
 1. Full-time
 - a. Faculty* - A minimum of 40 hours per week for more than four months.
 - b. All other employees - A minimum of 40 hours per week for more than four months.
 2. Part-time
 - a. Faculty - A maximum of 19 hours per week in combinations of assignments and normally a maximum of 18 credit hours of instruction per academic year, or equivalent
 - b. All other employees - Less than 20 hours per week, or 40 hours per week for four months or less during any 12-month period.
 - B. Status
 1. Regular - A regular employee is a staff member who is employed in a long-term, full-time, institutionally-funded position. A long-term position is a position which is anticipated to continue for more than one (1) fiscal year.
 2. Temporary - A temporary employee is a staff member who is employed in an institutionally-funded, short-term position, in a part-time position, or in an externally-funded position.
 - C. Funding
 1. In a position which is institutionally funded.
 2. In a position which is externally funded.
- II. An employee's workload, status, and funding, as defined above, will determine the process used to select and employ the staff member.
- III. The Following Process will be used to Employ Staff:
 - A. Full-time Employees
 1. A Position Requisition (PR), PF 800-38, is completed by the supervisor and submitted through administrative channels to the office of the Executive Director of Human Resources.
 2. The PR is reviewed against the Position Inventory.

* Note: The word "faculty" denotes instructors, counselors and librarians.

3. The Human Resources Department will recruit for the position according to the established recruitment guidelines and the conditions outlined on the PR.
4. The appropriate candidate evaluation procedure will be used to evaluate and select the person to fill the vacancy.
5. The Personnel Action Record (PAR), PF 800-25, is completed and submitted to affect the employment action recommendation.
6. Upon approval of the employment recommendation, the Human Resources Department notifies the candidate recommended and extends an offer of employment, subject to final approval by the Board of Trustees.
7. Upon approval by the Board of Trustees, the Human Resources Department generates and issues a contract of employment or sends a memo regarding their employment conditions.

B. Part-time Faculty

1. Part-time faculty may be hired on a noncompetitive basis in accordance with the Part-time Faculty Recruitment and Selection Procedure.
2. To recruit for part-time positions, an Advertising Request form, PF 800-159, should be forwarded to the Human Resources Department, specifying recruitment methods desired.
3. When the selection decision has been made, the supervisor will complete and submit a Part-time Faculty Assignment/Action form through administrative channels to the Executive Director of Human Resources.
4. The supervisor notifies the prospective employee of his/her selection and provides appropriate information regarding starting date, assignment, etc.
5. The Human Resources Department forwards a copy of the assignment to the part-time faculty member.

C. Non-faculty Part-time

1. This procedure governs employees whose workload and status are any of the following:
 - a. Up to 40 hours per week, not to exceed 4 consecutive months
 - b. Normally part-time (less than 20 hours per week) may exceed ½ of the standard monthly workload for no more than 4 consecutive months
 - c. Part-time, expected to exceed ½ of the standard monthly workload for more than 4 consecutive months.
2. Any of the above employees may be hired on a noncompetitive basis. A Personnel Requisition is not submitted for such noncompetitive selection.
3. The hiring supervisor reviews the approved job descriptions for applicability to the job to be performed. If an approved job description describes the duties and responsibilities of the job under consideration, it may be used. If there is no approved job description that accurately describes the job duties and responsibilities, the supervisor should complete the appropriate job evaluation documents to establish a job description and determine the appropriate grade.
4. To recruit for a part-time or temporary employment the supervisor should submit an Advertising Request form to the Human Resources Department, specifying recruitment methods desired, or the supervisor may initiate a search for suitable candidates for the job on their own.
5. It is the responsibility of the supervisor to ensure that the employee meets the minimum qualifications for the position and that an application for employment and all required employment documents are on file in the Employment Services Office or the application for employment is submitted with the Employment Action Record (EAR).
6. The supervisor notifies the prospective employee of his/her selection and establishes a starting date.

7. When the selection decision has been made, the supervisor will complete and submit an EAR, PF 800-161, through administrative channels to the Human Resources Department.
 8. Upon approval, the Human Resources Department sends a copy of the EAR to the employee.
 9. A part-time employee will be assigned to the minimum entry salary rate of the grade of the position.
- D. Extensions of Employment for Part-time and Temporary Employees: The Personnel Action Form will always be used for extension of part-time and as needed employees.
- IV. The hiring/recommending supervisor must inquire of all prospective employees whether they are currently working in another capacity or plan on continuing to work on a concurrent (dual employment) basis, particularly in another capacity at the District. The supervisor must assure that there is no conflict in the concurrent employment, that the employment action under their supervision meets the El Paso County Community College District (EPCCCD) dual employment procedural guidelines, and that their employment action has been coordinated with the other EPCCCD supervisors. The Human Resources Department will monitor these guidelines.
- V. It is the responsibility of the hiring/recommending supervisor to assure that the new employee/recommended candidate meets the minimum qualifications and requirements of the position, and that all appointments are made on the basis of merit.
- VI. Any variation to the above guidelines must be approved through administrative supervisory channels through the appropriate Vice President.