HOURLY/TEMPORARY EMPLOYEES (Non-Exempt)

I. When a full-time member of the College's Support Staff will be away from his/her job assignment for a prolonged period of time (due to illness, an approved leave of absence, maternity leave, or other valid reason), the President of the College will work with the appropriate Dean and/or Vice President, and the area supervisor to discuss the best arrangement for work coverage in the support staff member's absence.

II. If, in the judgment of the President, after consultation and endorsement by the supervisor and appropriate area Vice President, hourly employment will not be sufficient to cover the position temporarily vacated by the support staff member, the use of full-time temporary support staff employment will be considered.

III. Classification/Compensation/Benefits

A. The full-time temporary support staff position will carry the same classification status as that held by the support staff member who will temporarily be away from his/her job. For example, if the support staff member who will be away from his/her job is a Classification E, the classification of the temporary position will be Classification E.

B. If the full-time temporary support staff position is filled by someone who has not been an employee of the College before, that person will be paid based on the entry-level wage for a 12-month support staff position for that particular classification.

C. If the full-time temporary support staff position is filled by someone who is presently employed or associated with the College in a different capacity, the salary will be determined based upon the classification of the temporarily vacated position and the procedures of the re-classification system. For someone who has worked for the College in the same or similar capacity to this replacement position, the salary for the person will be set by the President of the College.

D. The President will arrive at the salary based on the person's current/past salary with the College, and after discussions with the area supervisor and Vice-President. The salary set by the President for this temporary replacement is not to exceed the comparable salary of the College support staff member on leave for the determined period of time.

E. If a full-time temporary position is filled by someone who was previously employed by the College, the salary will be determined based upon the classification of vacated position under Level 1.

F. Full-time temporary support staff employed less than six months will have a daily rate computed based on an annual 12-month entry level salary.

G. Benefits will not be provided to any full-time temporary support staff member who is employed for less than six months.

H. Full-time temporary support staff employed six months or longer in a position with a term of appointment of less than 12 months, receive all College fringe benefits except vacation and personal business days.

I. Prior to the date the employee is scheduled to start work, the potential employee must complete and deliver the following items to Human Resources in person and in one complete package (department heads or supervisors must verify that this happens).

IV. TEMPORARY EMPLOYEES ON CONTRACT

On occasion, employees may be paid through temporary contracts when work involves a short-term assignment only. These employees will be paid a flat amount and will not submit timesheets to payroll. Whether an employee is exempt or non-exempt is prescribed by law and is not a choice of the employer. See Section 03.03.001, Employment Definitions or consult the office of human resources for a determination of whether the status is exempt or non-exempt. Please note that the job duties and "deliverables" must be clearly specified in detail on the temporary contract.