

PROCEDURES MEMORANDUM

TO: MCC Staff

FROM: Office of the President

SUBJECT: Employment Guidelines for Part-time Employees

DATE: April 27, 2018

PURPOSE: To prescribe a systematic employment process for the hiring and scheduling of part-time employees.

SCOPE: This procedure applies to all part-time employees. The guidelines described herein are to be adhered to by College hiring supervisors and cost center managers who are responsible for hiring and scheduling part-time employees.

Provisions of this procedures memorandum not specifically addressed in applicable collective bargaining agreements apply to bargaining unit employees.

1. Definitions

- A. Part-time Regular, Non-exempt (hourly-paid) Employees: Up to 28 hours/week  
An individual who is employed in a regular part-time position (generally at least twenty hours per week). Employees holding these positions may work no more than 28 hours per week. On occasion, when there is a clearly-defined department need (for example, a staff member is out on medical leave), supervisors can authorize having these employees work a maximum of 29 hours in a week. The actual hours per week that a part-time regular employee works, up to 28, is determined by his or her supervisor based on the needs of the department.
- B. Part-time Temporary, Non-exempt (hourly-paid) Employees: Up to 24 hours/week  
An individual who is employed on a temporary basis, normally for a period of less than 1,000 hours of service in any College fiscal year (July 1 through June 30). Employees in this category may work up to 24 hours each week. Employees in this category may not exceed the 24 hour limit in any week, regardless of whether they take time off during the year. If the employee holds two separate non-exempt part-time temporary positions at the College, the 24 hour weekly maximum is applicable to the total hours worked; that is, the hours worked, up to 24 hours in a week, must be split between the two positions. The actual hours per week that a part-time temporary employee works, up to 24, is determined by his or her supervisor based on the needs of the department.

C. Part-Time “Adjunct” Faculty: Maximum 29 hours/week

At MCC, adjunct faculty members are considered exempt employees and their pay is based on the number of Equivalent Credit Hours (ECH) they teach. Academic Affairs has developed a conversion formula that equates one (1) ECH to 2.12 hours worked per week (see chart below). Based on this formula, an adjunct instructor can teach no more than 13.5 ECH in any given quarter as there is a maximum of 29 hours/week allowed.

- 13.5 ECH x 2.12 hours = 28.62 hours worked per week
- 12.0 ECH x 2.12 hours = 25.44 hours worked per week
- 9.0 ECH x 2.12 hours = 19.08 hours worked per week
- 7.0 ECH x 2.12 hours = 14.84 hours worked per week
- 4.5 ECH x 2.12 hours = 9.54 hours worked per week
- 3.0 ECH x 2.12 hours = 6.36 hours worked per week
- 1.0 ECH x 2.12 hours = 2.12 hours worked per week

Adult Education (AE/ESL/GED) Instructors involved in non-credit instruction and Behind the Wheel Instructors providing in-vehicle instruction are limited to a maximum of 29 hours per week.

D. Multiple Appointments

MCC’s primary mission is to provide an educational environment in which individuals can earn a degree leading to employment or credits transferring to a baccalaureate institution. Having qualified instructors is critical to this mission. Therefore, a non-exempt part-time regular or non-exempt part-time temporary employee who has the required qualifications may teach one class of up to seven (7) credit hours or, if more than one class, a maximum of seven (7) credit hours per quarter in addition to his/her primary position. However, the employee’s total hours worked in service of the College, including both positions, may not exceed 29 hours per week.

Note: If a part-time employee also has an adjunct teaching appointment he or she may only work a maximum of 29 hours each week in service of the College, counting both his or her primary part-time employment and adjunct appointment. If an employee has two appointments—hourly paid (either part-time regular or part-time temporary) and adjunct teaching—but is only working in the hourly paid appointment in any given week, he/she reverts back to the hours per week maximum associated with the hourly paid position (up to 28 hours/week for part-time regular or up to 24 hours/week for part-time temporary). In other words, the 29 hour per week maximum only applies to weeks in which the employee is both working his or her primary part-time position and teaching in his or her adjunct appointment.

Individuals whose primary role is that of adjunct instructor may hold another part-time non-teaching appointment at the College and teach as well. However, when doing so, he/she must convert the teaching load (ECH) to hours worked, add this number to the number of hours worked in the non-teaching position, and the total must be no more than 29 hours per week. The ‘hours’ limitation also applies to employees working in multiple academic disciplines.

**EXAMPLES OF ALLOWABLE WORK SCHEDULES – Adjunct assignment hours shown below are based on an 11-week quarter. The number of hours per week will be higher in quarters with fewer weeks.**

**Part-time Regular Employee**

**Maximum of 28 hours/week or 29 hours/week if teaching. Note: Part-time regular employees must work at least 20 hours per week in the hourly paid position.**

<b>Position Type</b>	<b>Hours/Week</b>		<b>Position Type</b>	<b>Hours/Week</b>
Hourly-paid assignment	28.00		Hourly-paid assignment	22.50
			Adjunct teaching 3.0 ECH	6.36
Total hours allowed per week	28.00		Total hours allowed per week	28.86

**Adjunct/Part-time Temporary Employee**

**Maximum of 29.00 hours/week. Note: Part-time temporary employees may reduce the number of hours worked in their hourly-paid assignment in order to accept a teaching assignment with a higher ECH.**

<b>Position Type</b>	<b>Hours/Week</b>		<b>Position Type</b>	<b>Hours/Week</b>
Hourly-paid assignment	9.00		Hourly-paid assignment	19.00
Adjunct teaching 9 ECH	19.08		Adjunct teaching 4.5 ECH	9.54
Total hours allowed per week	28.08		Total hours allowed per week	28.54

**Part-time Temporary Employee – No adjunct teaching appointment; maximum of 24 hours in any given week.**

<b>Position Type</b>	<b>Hours/Week</b>		<b>Position Type</b>	<b>Hours/Week</b>
Hourly-paid assignment #1	14.00		Hourly-paid assignment #1	24.00
Hourly-paid assignment #2	10.00			
Total hours allowed per week	24.00		Total hours allowed per week	24.00

2. General Principles

Part-time employees are hired in response to the College’s ever-changing workload requirements. Typically, these individuals augment the full-time regular workforce serving in the areas of instruction, student services, facilities maintenance, or clerical support.

Information about hiring options, pay rates, and terms/conditions of employment are available through the Human Resources Office at 531/622-2420.

### 3. Workweek and Overtime Provisions

- A. The workweek consists of seven (7) consecutive twenty-four (24) hour periods; that is, 168 consecutive hours, designated by the College. The College's standard workweek will normally be defined as beginning at 12:01 a.m. Saturday and ending at midnight the following Friday. However, special staffing considerations may necessitate that an alternate workweek be utilized in specific situations.

Any College work unit may implement an alternate workweek if the needs of the work unit or the provisions of a collective bargaining agreement so dictate. Approval of the alternate workweek must be obtained from the cost center manager prior to implementation. Employees assigned to an alternate workweek will be notified in writing with a notice copy retained in the employee's personnel file.

- B. Non-exempt (hourly-paid) employees are covered under the wage and hour provisions of the federal Fair Labor Standards Act (FLSA) and are entitled to overtime pay for work in excess of forty (40) hours during a designated work week. Sworn police officers are entitled to overtime pay for work in excess of eighty (80) hours in an established two (2) week work period. The pay rate applicable to overtime hours will be at one and one-half (1 ½) times the employee's base hourly rate of pay.

### 4. Record-Keeping Requirements

- A. Part-time employees being paid through the College's payroll system must complete the Kronos electronic time card (or the paper version where applicable) in accordance with established payroll procedures. Hiring supervisors/cost center managers are responsible for ensuring that the time reporting system has been explained to new part-time employees.
- B. Adjunct faculty are classified as exempt employees and are paid on a salary basis. A contract assignment letter is issued for each quarter an adjunct faculty teaches. This contract assignment letter, which is issued after the 10th day of the quarter and only after the assignment has begun, is a confirmation of the instructor's agreement to accept the part-time assignment and is provided for the instructor's records only. Payment for each assignment begins automatically based on the pay date range listed in the contract.
- C. Outside employment agencies, when used, will submit an invoice of hours worked, along with copies of the signed agency time sheets, to the College's Human Resources Office for payment. Human Resources personnel will verify the hours worked and process the invoice for payment. Charges will be assessed to the hiring department's cost center.

5. Equal Employment Opportunity

It is the policy of Metropolitan Community College to comply with applicable federal, state and local laws and regulations regarding Equal Employment Opportunity/Affirmative Action. In accordance with the Nebraska Fair Employment Practice Act, Neb.Rev.Stat. § 48-1122, and/or College policy, the College will not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment because of the age, race, color, national origin, religion, sex, sexual orientation, gender identity, transgender status, disability, prior or current military service, protected veteran status, or the employee or applicant's membership in any other class that is protected by applicable local, state or federal law or regulation, except where required by bona fide occupational qualifications.

Adopted July 31, 2002; 6/2/09; 8/19/13; Revised 4/27/18