

**BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS**

**POLICY B-6**

**RULE ON PART-TIME CLASSIFIED EMPLOYEES**

**Section 1. General**

- 1.1. The Board of Governors (Board) of BridgeValley Community and Technical College (BridgeValley) recognizes the importance of an appropriate cadre of full-time classified and non-classified employees to fulfill the institution's mission.
- 1.2. The Board also recognizes that significant contributions to the mission of BridgeValley can be made by highly qualified staff members who may fill part-time roles for a variety of reasons.
- 1.3. Scope — This policy defines the role of part-time, temporary, and casual employees of BridgeValley and, when appropriate, the conditions of their employment.
- 1.4. Authority — W. Va. Code § 18B-1-6 and § 18B-7-6. Also, West Virginia Council for Community and Technical College Education (Council) Procedural Rules Series 39 and Series 8.
- 1.5. Effective Date — July 12, 2013

**Section 2. Definitions**

- 2.1. The following terms shall have the meanings ascribed to them herein:
  - 2.1.1. "Part-Time Employee" shall mean an employee in a position created to last less than 1,040 hours during a twelve-month period. An employee in a part-time position is not eligible for benefits, but is covered under the classification program as set out in Council Procedural Rule Series 8.
  - 2.1.2. "Temporary Employee" or "Temp Employee" shall mean an employee hired into a position expected to last fewer than nine (9) months of a twelve-month period regardless of hours worked per week. A temporary or temp employee is not eligible for benefits, but is covered by the classification program as set out in Council Procedural Rule Series 8.
  - 2.1.3. "Casual Employee" shall mean an employee in a position created to meet the specific operational needs at the institution for no more than 225 hours in a twelve-month period. Individuals in casual employee positions are not eligible for benefits and are not covered by the classification program as set out in Council Procedural Rule Series 8.
  - 2.1.4. "Classified Employee" shall mean an employee who is covered by the classification program as set out in Council Procedural Rule Series 8.

**Section 3. Limitations on the Hiring of Part-Time Employees**

- 3.1. BridgeValley shall not hire part-time employees solely to avoid the payment of benefits, or in lieu of full-time employees.
- 3.2. Before new employees are hired for part-time or full-time summer employment, classified employees, who are employed in nine-month or ten-month positions and who meet the minimum qualifications of a position, including availability to assume and fulfill the position, will be given an opportunity to accept part-time or full-time summer employment positions.

**Section 4. Acquisition of Temporary or Casual Employees**

- 4.1. In circumstances where operational need requires supplemental or substitute staff for short periods of time to accomplish specific tasks, requests for temporary or casual employees will be routed through a temporary employment service in the Department of Human Resources. No other department, division or unit may contact external vendors directly for such purpose.
- 4.2. The Business Office will audit invoices for services provided by external vendors and reject payment for invoices not bearing specific approval of the Department of Human Resources.
- 4.3. The Department of Human Resources shall be responsible for developing procedures to implement the requirements of this rule.

**Section 5. Reporting of Data**

- 5.1. BridgeValley will report to the Council by November 1, the number of part-time and temporary employees on each campus. Subsequent reports to the Council will occur periodically, as requested.

