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.


1.5. 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.