

Essex County College

College Regulation

REG 4-2 EMPLOYMENT OF COLLEGE EMPLOYEES

Purpose:

To establish guidelines and ensure that proper documentation and authorization are obtained for the appointment, reappointment, and other related job and compensation change in the employment of college personnel, and to ensure that the determination of compensation is commensurate with the duties and responsibilities of the position.

Definition(s):

Regular Employee. Personnel employed as full-time staff designated to work thirty-five (35) hours or more per week for twelve (12) months except in the case of those employees (Faculty) who engage in activities where the regular and normal work schedule is based on an academic year. Regular employees included:

- (a) **Professional.** Personnel governed by a collective bargaining agreement (CBA) for the following bargaining units: Administrative Association, Faculty Association, and Professional Association. This definition also includes Confidential.
- (b) **Non-Professional.** Personnel governed by a collective bargaining agreement (CBA) for the following bargaining units: Fraternal Order of Police, Security Association and Support Staff Association. This definition also includes Confidential.

Adjunct Faculty. Personnel employed as part-time instructional staff ineligible for tenure. Adjunct faculty assignments and the rate of pay will vary for credit and non-credit assignments. Assignments for credit adjunct faculty are usually assigned and contracted on a semester-by-semester basis and paid by contact service hour. Assignments for non-credit adjunct faculty may be contracted based on a program schedule and paid by contact hour.

Temporary. Personnel assigned to positions to fill short-term operational needs, not exceeding eleven (11) months, in most cases with a weekly schedule of 25 hours or less. Personnel in this category are classified as non-exempt and are compensated at an hourly rate. General temporary personnel are not eligible for College benefits except those that are required by law.

Application:

Initiating departments, in collaboration with the Department of Human Resources, define position duties and responsibilities, recruit and recommend candidates for employment **in** accordance with statutory requirements, Board of Trustees' policies, college regulations and collective bargaining agreements. (See REGs 4-6, 4-8, 4-14, 4-16)

The President's Cabinet recommends for the President's approval, employee minimum starting salaries and wages consistent with labor market trends and fair labor practices. An initiating department may request, via written justification, approval of a different starting salary or wage rate. (See REG 4-10)

Recommendations for employment require approval from the following designated authority:

1. Actions requiring Board of Trustees approval:

In accordance with statutory requirements, collective bargaining agreements, and Board Policies, approval by the Board of Trustees is required for the following:

- (a) Professional personnel appointments, reappointments, and other related job and compensation changes with the exception of departmental transfers without compensation implications.
- (a) Professional personnel serving in acting capacities for six (6) months or longer.

Acting. Individuals assigned to fill time sensitive vacancies or new positions on a limited basis until a suitable replacement is assigned. Acting appointments arise out of an emergent College need such as start-up of a new grant, strategic initiative or untimely vacancy requiring staff placements. Personnel in this category are classified as exempt and are compensated at an annualized salary rate. Acting personnel receive benefits as all other professionals of the College.

Limited Duration. Individuals newly hired and appointed to fill time sensitive vacancies or new positions for a prescribed period of time. Appointments of limited duration arise out of an emergent College need such as start-up of a new grant or strategic initiative requiring external staff placements. Personnel in this category are classified as exempt and are compensated at an annualized salary rate. Personnel in this category receive benefits that are required by law; receipt of any other fringe benefit is subject to the President's approval.

- (b) Non-Professional personnel appointments, re-appointments, and other related job and compensation changes with the exception of departmental transfers without compensation implications.
- (c) Annual re-appointment of professional and non-tenured faculty personnel.

No commitment for appointment, reappointment, or other related job and compensation change (with the exception of departmental transfers without compensation implications) of any of the above referenced personnel shall be given, nor shall any such prospective employee commence work without Board of Trustees' approval or President's authorization.

2. Actions requiring approval by the President:

- (a) Temporary personnel appointments, re-appointments, and other related job and compensation changes of temporary personnel.
- (b) Professional and Non-Professional personnel departmental transfers without compensation implications.

No commitment for appointment, reappointment, or other related job and compensation change of any of the above referenced personnel shall be given, nor shall any such prospective employee commence work without the President's authorization.

3. Actions requiring approval by a Dean and Vice President of Academic Affairs:

- (a) Credit and non-credit Adjunct Faculty personnel appointments, teaching assignments, and other related job and compensation changes

No commitment for appointment, reappointment or other related job and compensation change of any of the above-referenced personnel may be given, nor commence work without the Dean's and Vice President of Academic Affairs' authorization.

Reporting possible violations:

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Title IX/504

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Responsible Official(s): Department of Human Resources	Reference: (s) New Jersey Statutes: N.J.S.A. 9A:7-1.1, N.J.S.A. 34:13A, <i>N.J.S.A.</i> 18A:64A-12(o)
Regulation History: App. 7/95, Rev. 10/01, 12/10, 3/17, 9/22, 9/24	Attachment(s):