

## **Procedure 3.1.3.2 Human Resources: Part-Time Employees Workloads**

**TRI-COUNTY  
COMMUNITY COLLEGE**

**HUMAN RESOURCES  
PART-TIME EMPLOYEES  
WORKLOADS**

**PROCEDURE  
3.1.3.2**

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### **I. PART-TIME CURRICULUM EMPLOYEES**

The teaching load for a part-time (adjunct) faculty member will be 12 contact hours or less, except in the vocational departments (25 contact hours or less). Adjunct faculty members are compensated per contact hour.

Curriculum faculty workloads shall also conform to all other federal and state requirements.

### **II. PART-TIME NON-CURRICULUM EMPLOYEES**

Part-time, non-curriculum employees with benefits shall not work more than thirty (30) hours per week unless there are special circumstances requiring the extended hours for a short duration of time. Working more than (30) hours per week requires written authorization from the employee's immediate supervisor and appropriate Vice President.

Part-time, non-curriculum employees shall not work more than twenty-nine (29) hours per week unless there are special circumstances requiring the extended hours for a short duration of time. Working more than (29) hours per week requires written authorization from the employee's immediate supervisor and the appropriate Vice President.

Adopted: 5/24/18 BOT