

--	--	--

**1.0 PURPOSE**

In accordance with Board Policy 6.1 Employment, the purpose of this procedure is to set forth employment types, categories of employees, and employment practices that are of general applicability. Recruitment and Hiring as to vacant positions are set forth in Procedure 6.1.2P. The procedures applicable to non-vacant positions (those held by existing employees) are set forth in Procedure 6.1.3P.

**2.0 REVISION HISTORY**

Adopted on: 4/2/14  
Revised on: 11/10/21

**3.0 PERSONS AFFECTED**

relationship term governed by the College's policies and procedures in effect at the time the employee accepts the new position, their employment terms may change (e.g., a current Legacy Professional applies for, is selected, and accepts a position as an annual contract Administrator, or a current Legacy Classified Staff applies for, is selected, and accepts a promotion to an at-will Classified position, or current Legacy Classified Staff applies for, is selected, and accepts an annual contract Professional position).

As of the effective date of the procedure, persons newly hired into any employment category will be subject to the parameters of that specified employment relationship as defined.

Unless otherwise specifically noted within a procedure, all LCCC policies and procedures apply to employees holding Legacy status as well as any employees hired after the effective date of an institutional policy and/or procedure.

4.0 DEF. 1.3 1.3 B Tount 6 1.3 1.3 AMCID 6 BC /TT1 1 TEdy3 Td 1028.315 Td2 17.12le 1.3 1.0.6 1.7 .0 Td 0/TT1 1 T

for duration of more than six (6) months. Part-time positions can be temporary part-time, ongoing part-time, student positions, or adjunct faculty.

2) Interim Appointments or Employment with a Projected Duration

b. Continuing Contract Faculty

Continuing Contract Faculty applies to full-time faculty members who have applied for and been granted continuing contract faculty status in accordance with the process specified in Academic Affairs Policy and Procedure 2.17 and 2.17P, Faculty Promotion and Rank. This also applies to employees who, prior to the effective date of this procedure, had been previously granted continuing contract status. Continuing Contract Faculty positions are typically considered to be exempt from the overtime provisions of the FLSA. Continuing Contract Faculty will be provided a contract. The employment relationship with these faculty employees will be governed by the written employment contract. The contract is a legal agreement between the College and the employee which specifies the employee's employment category, duration of the contract, compensation and any other conditions of employment during the contract period. Continuing Contract Faculty contracts are for a specified number of duty days as set forth in Academic Affairs Policy and Procedure 2.18 and 2.18P, Workload, Full-Time Faculty. Generally, Continuing Contract Faculty have a contract of an indefinite duration.

c. Adjunct Faculty


Adjunct Faculty positions are intermittent employment positions providing student instruction on a per semester or per course basis. Adjunct Faculty positions are dependent upon institutional need and occur throughout LCCC's instructional, community, and workforce services area. Adjunct Faculty may teach academic credit courses and/or non-credit courses. Adjunct Faculty positions are not contracted and are typically classified as exempt from provisions of the FLSA. Adjunct Faculty positions are at-will. Adjunct Faculty have no cc (a)7.6 (i)81(t)-6 (i)7.6 (on)-0.8 (d)-0.7u0 Tdm2 ( (61 (i)-3.2 (l)-h)-0.7 (a)l)

## 2) Preferred Qualifications

For most positions, the preferred qualifications will be contained in the position description which is created, modified, and maintained by the hiring manager/supervisor with review and approval through Human Resources.

For instructional positions, i.e., Faculty and Adjunct Faculty, the preferred qualifications will



REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Executive Director of Human Resources, Tammy J. Maas	3/30/21
Approval by President's Cabinet		
Ratified by College Council	Melissa Gallant, College Council Co-Chair	11/10/21
Approval by President (Signature)		11/10/21