

Responsible for Policy: Human Resources

Approval Date: May 2010; October 2010

Most recent review: Fall 2012

Date of most recent revision (*if applicable*): N/A

Policy Statement

Finger Lakes Community College shall hire part-time professional staff in accordance with the established search and selection process. Job descriptions must be approved by the Director of Human Resources and reporting President's Cabinet member. The job classification shall be determined by a review of similar positions in the Professional Association labor agreement.

The hiring salary for the position will be prorated based on the current salary schedule in the Professional Association classification system according to the appropriate job classification. Thereafter, on an annual basis the incumbent in the position shall receive a salary increase that insures salary parity according to placement within the position classification system. This salary increase shall be effective on the first day of each academic year. In the event a salary schedule for the position has not been determined by that date, it will be retroactive following a final determination.

Reason for Policy

This policy seeks to ensure parity in the hiring of part-time professional staff within the position classification system.

Applicability of the Policy

All Human Resources, President's Cabinet and professional staff members should be familiar with this policy.

Definition

Part-time Professional Staff: a salaried, 100% college-funded professional position where the individual is contracted to work fewer than 35 hours per week

Related Documents

- None

Procedures

No separate procedures statement

Forms/Online Processes

- None

Appendix

- None