WORKLOAD FOR PART-TIME EMPLOYEES

I. PURPOSE

This regulation establishes hours that a part-time employee will be allowed to work at Wharton County Junior College.

II. BACKGROUND and/or LEGAL REFERENCES

The Regulation is to assist in the uniform campus wide compliance of the Teacher Retirement System of Texas and the Affordable Care Act rules for covered employment.

III. POLICY

A. Employees, including some faculty, paid by a timesheet (compensated on an hourly basis), may not work more than 19 clock hours per week.

B. Faculty paid by Equated Pay Hour (per Regulation 465: Faculty Teaching Loads), will have their work load calculated by semester credit hour (SCH) and may not exceed 9 SCH per fall or spring semester.

C. Exceptions must be pre-approved by the President or designee.

(POLICY APPROVAL: 7-15-15, Board of Trustees)

IV. PROCEDURES

A. Records will be maintained in the payroll office.

BAM
7-15-14