

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	COMPENSATION FOR PART-TIME EMPLOYEES	Procedure Number: 6-2-106.1
Institutional Authority:	Chief Human Resources Officer	
Associated SBTCE Policy/Procedure:		
Governing ATC Policy:	6-2-106	

Approved:


President


Chief Human Resources Officer

Date

Adopted: 07/01/2004

Date

Revised: 07/11/2022

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

1. The Chief Business Officer will furnish each divisional area access to budget information advising the amount of money budgeted for part-time instructors and staff temporary positions at the beginning of each fiscal year.
2. A temporary employment agreement is required for all temporary positions. The agreement outlines the hourly rate, work location, duties to be performed, date of employment, and other related information. Temporary employment agreements are to be signed by the supervisor, the functional area manager, and the employee (in that order) before work is begun.
3. Establishment of salary for a part-time employee should include the following considerations: adjunct faculty salary schedule; equity among similar employees; work experience relative to positions; education relative to the position; and budget limitations. The Human Resources Office can provide assistance with comparable salary information.