**AIKEN TECHNICAL COLLEGE**
**PROCEDURE**

<table>
<thead>
<tr>
<th>Procedure Title:</th>
<th>COMPENSATION FOR PART-TIME EMPLOYEES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Institutional Authority:</strong></td>
<td>Chief Human Resources Officer</td>
</tr>
<tr>
<td><strong>Associated SBTCE Policy/Procedure:</strong></td>
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<tr>
<td><strong>Governing ATC Policy:</strong></td>
<td>6-2-106</td>
</tr>
</tbody>
</table>

**Approved:**

- **President:** [Signature]
- **Chief Human Resources Officer:** [Signature]

**Date Adopted:** 07/01/2004

**Date Revised:** 02/13/2019

**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 to 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 position; and, budget limitations. The Human Resources Office can provide assistance with comparable salary information.