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SUMMARY:

This policy describes Temporary Staff and Teaching Associate employment at Coastal Carolina University.

POLICY:

I. Coastal Carolina University may hire Temporary Staff and Teaching Associates in accordance with State of South Carolina Human Resource Regulation. Temporary Staff and Teaching Associates do not occupy FTE (Full-time Equivalent).

A. Policy Definitions

1. FTE: A value expressing a percentage of time in hours and of funds related to a particular position authorized by the annual Appropriation Act and enacted by the South Carolina General Assembly.

2. Hours of Service: Each hour for which the employee is paid or entitled to payment for the performance of duties.
3. Measurement Period: A twelve (12) month time frame to monitor work hours when it cannot be determined that the employee is reasonably expected to work an average of thirty (30) hours per week or more at the time of hire.

4. Primary Hiring Department: The department who was the first to hire the employee.

5. Seasonal Employee: An employee in a position for which the customary annual employment is six months or less. The reference to customary means that by the nature of the position, an employee in this position typically works for a period of six months or less, and that period should begin each calendar year in approximately the same part of the year, such as summer or winter.

6. Secondary Hiring Department: The department(s) who hires an employee after they are hired by the primary department.

7. Standard Hours: Designated work hours per week for an employment position, which includes teaching and lab instruction.

8. Teaching Associates: Individuals teaching courses or labs in full-time or part-time non-FTE positions. May perform other instructional related duties.

9. Temporary Staff: Individuals performing executive, professional, technical, protective services, paraprofessional, administrative/clerical, skilled trades, service, maintenance, intermittent or seasonal roles in full-time or part-time non-FTE positions.

10. Variable Hour Course: A course that does not have established hours, rather it is variable based on student needs, such as applied lessons.

11. Variable Hour Employee: An employee is a "variable hour employee" if, based on the facts and circumstances at the employee's start date, it cannot be determined that the employee is reasonably expected to work an average of thirty (30) hours or more per week.

II. Temporary Position Guidelines

A. Temporary Staff and Teaching Associates may be selected for employment through direct hire or through open recruitment.

B. Temporary appointments may not exceed one (1) year in length.
C. Temporary Staff and Teaching Associate reappointments require a minimum of a fifteen (15) calendar day break in service. Breaks in service for Temporary Staff should occur when the University is open unless the employee will be actively engaged in work while the campus is closed (e.g. security officer). Breaks in service for Teaching Associates may occur any time outside of the academic term in which the individual is employed.

D. Temporary Staff and Teaching Associates are deemed at-will employees and will not be considered for either probationary or covered status. Temporary Staff and Teaching Associates are exempt from the grievance procedure and the University’s progressive discipline process.

E. Temporary Staff and Teaching Associates do not have rights or privileges under the University’s Reduction-in-Force policy.

F. Employment as Temporary Staff or Teaching Associate does not guarantee future employment.

G. Temporary Staff and Teaching Associates are expected to comply with University policies and procedures except where excluded, as specified.

I. Teaching Associates may have certain rights under the Faculty Manual if stated explicitly.

III. Work Hour Determinations

A. **Temporary Staff**: Hiring department is required to make a determination of standard work hours of service per week based upon business need and availability of funding. Designations of all work hours of service per week are subject to administrative approval.

1. **Temporary/Full-time**: Cumulative standard work hours of service per week total of thirty (30) hours or more. *This option will result in offering federally mandated benefits unless a specific position of six (6) months or less is designated as seasonal.*

2. **Temporary/Variable**: A cumulative standard work hours of service per week of twenty-eight (28) hours or less.

B. **Teaching Associates**: Academic colleges/departments have the discretion to determine teaching loads/assignments based upon business need and availability of funding. The hiring department is required to make a determination of standard work hours of service per week based upon business need and availability of funding. All standard work hours of service per week designations are subject to administrative approval. *Federally mandated benefits will be offered at time of hire if it is determined that the individual meets benefits eligibility.*
IV. Benefits Eligibility

A. Temporary Staff and Teaching Associates are not eligible for paid leave nor other benefits normally associated with employees unless federally or state mandated.

B. Temporary Staff will be offered health benefits as defined by PEBA if the positions are designated as Temporary/Full-time and other eligibility requirements are met. Temporary/Variable positions will be subject to a measurement period.

C. Teaching Associates will be offered health benefits as defined by PEBA if they are expected to have cumulative work hours of service per week totaling thirty (30) hours or more. Generally, this equates to teaching at least ten (10) credit hours/contact hours. Teaching Associates who are not expected to have cumulative work hours of service per week totaling at least thirty (30) hours (less than 10 credit contact hours) will be subject to a measurement period.

D. In the event a previously benefits eligible individual leaves employment and is rehired within twenty six (26) weeks of separation, it may be necessary to offer benefits coverage. The Office of Human Resources and Equal Opportunity will determine if benefits need to be extended.

V. Calculating Standard Hours for Teaching Associates

A. Course/Lab Instruction

1. Teaching (incl. prep, classroom time, grading) = 2.25 hours per one credit/contact hour).

2. Office Hours/Student Engagement = .67 per one credit/contact hour.

3. Meetings/Other = 1.00 per week total (regardless of teaching load assigned).

B. Variable Hour Course

Standard hours for Variable Hour Courses will be calculated by the department chair and agreed upon between the Department Chair and the applicable Teaching Associates prior to the start of the academic term. In calculating standard hours, time for course instruction, lab instruction, preparation, required office hours and required faculty meetings must be considered and included. All variable hour course calculations require the approval of the Dean and Provost.
C. Team Teaching

Standard hours for Variable Hour Courses will be calculated using process in V.A. and V.B., and then applying a percentage of instruction time allocated to the Teaching Associate.

D. Calculation Issues

If the above hours of service calculations underrepresent employee’s hours of service or are not appropriate for his/her instruction, it is the employee’s responsibility to contact the Office of Human Resources and Equal Opportunity.

VI. Multiple Assignments

Departments seeking to hire Temporary Staff or Teaching Associate who already occupy a position at the University must coordinate and obtain approval from the primary department. The primary department that hired the Temporary Staff or Teaching Associate first in their active job record is the primary department.

VII. Disciplinary Action

Employees and their supervisors are responsible for complying with this policy by closely monitoring and accurately reporting paid service hours worked. Failure to abide by this policy may result in disciplinary action, up to and including termination, for the employee and/or the employee’s supervisor.

VIII. Fringe Rates

Departments will be assessed the appropriate fringe rate for Temporary Staff and Teaching Associates based on their benefits eligibility. Eligibility will be based on their positions and standard cumulative hours of service, or average hours of service worked during designated measurement periods.

IX. Supervisor Assignment of Work

Work and teaching assignments should be based solely on the needs of the University. Consideration of benefit need should not be a factor in determining assignments for teaching load. Supervisors will be subject to disciplinary action up to and including discharge if it is determined that work assignments were made inappropriately.