

# Policy

Policy # 3.02.03

Effective Date 6/26/96

<i>(Impact Area - Dept Name)</i>  Employees	<i>(General Subject Area)</i> Conditions of Employment	<i>(Specific Subject Area)</i> Filling of Vacant Positions with Benefits
	<b>Author:</b> Administrative Council	<b>Supersedes Policy #</b> 3.02.3
<b>Relates to Procedure #</b> 3.02.3	<b>Impact:</b>	
<b>Legal Citation (if any):</b>		
<b><i>North Idaho College</i></b>		

Policy Narrative

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All positions that are 50% of full time or more, for 5 months or more, and qualify for the PUBLIC EMPLOYEES RETIREMENT SYSTEM of IDAHO will be processed, advertised, recruited and employed as identified below:

Definitions of 50% of Full Time:

Category 1, 2, 4, 5, and 6 employment consisting of 20 hours per week or more for 5 months or more (Winter and Spring Break time excluded).

Category 3 Teaching Faculty contracted positions teaching an 8 credit hour load each semester for two consecutive semesters (excluding summer semester).

Category 3 Non Teaching assignments of 20 hours per week for Five months or more (Non work periods such as Spring Break and between semester breaks are not considered breaks in service and are not counted as potential work time - Half time or better is computed on the available regular operating days).

Category 5 and 6 Adjunct Faculty who teach an average of 10 credit hours or more, during two consecutive semesters.

Category 5 and 6 Instructors and other Teaching staff who are paid by the hour, who are paid for 20 or more hours per week, for five consecutive months - excluding periods of college closure.

The human resources office staff will process all advertising and recruiting efforts with the director determining salary parameters and working conditions for all half time or better positions described above. Compliance with North Idaho College's Affirmative Action Procedures is required. Employment contracts or Letters of Appointment for these positions will be issued exclusively by the Human Resources Department.