



# Central Piedmont Community College

## Terms and Conditions of Part Time Employment

1. Part time employment with the College is AT-WILL, meaning that it can be terminated at any time for any reason, with or without notice or cause. These terms and conditions of part time employment do not constitute an agreement for employment for any particular term nor do they create any contract rights whatsoever.
2. Compensation for part time teaching assignments is based on a course rate and/or contact hours worked. Adjustments may be made for additional hours worked if approved in advance by the immediate supervisor. Adjustments may also be made for hours lost as a result of College closure, weather conditions, or other emergencies.
3. Upon termination of part time employment, the employee's compensation shall be pro- rated to the termination date.
4. It is essential that the information contained in the employee's application for employment be accurate, truthful and complete. The employee agrees to provide official seal-bearing transcripts and other appropriate documentation of academic degrees and other certifications to the immediate supervisor. For faculty positions, official transcripts and copies of other appropriate credentialing documentation are on file in the Vice President for Learning and Workforce Development's Office. The employee consents to the College's verification of information in the employee's application and understands that its discovery of false or incomplete information may result in disciplinary action up to and including termination of employment.
5. Part time instructional faculty are expected to: a) teach all assigned classes for the full class period indicated on the class schedule; b) maintain and timely submit required class records and reports; and c) participate in a professional development orientation session during the employee's first year of employment.
6. Part time instruction includes work outside the classroom. Part time faculty are required to provide students with a telephone number and email address where they can be reached outside of class. Faculty are expected to make themselves available and respond to students outside of the class in a timely manner.
7. Part time employees are expected to read and comply with applicable College policies and procedures.





8. Part time employees are expected to participate in training or complete certifications as required for their positions.
9. Part time employees who are employed by a tax-supported agency of the State of North Carolina, Mecklenburg County, the City of Charlotte, or any other agency or municipality, shall ensure their schedules and time reports are coordinated so as not to result in payment from both sources for the same working time.
10. Adjustments to the working schedule must be approved by the employee's immediate supervisor.
11. Part time employees are required to accept payment through direct deposit or a debit card.

Please indicate your understanding and acceptance of these Terms and Conditions of Part Time Employment by signing below.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

