

SUBJECT: Personnel

PROCEDURE: 403.11.1 Non-Employee Appointments

EFFECTIVE: April 2017

REVISED:

REVIEWED:

Appointment Process

The sponsoring department will submit the appropriate Non-Employee Appointment Form.

Since individuals in these non-employee positions are on campus and interact with the College community, they will be subject to have a background check before appointment. The College will use the Employment Background Check Policy to guide the background check process for these individuals.

Upon approval by Human Resources, the non-employee will be entered in the College Banner system and Human Resources will send a confirmation email to the initiating department with a copy of the approved form. No other departments may issue identification cards, access to facilities, email accounts or other restricted services until the appointment is approved by Human Resources.

Terms and Conditions of Appointment

- a. Non-employee appointments are made at the discretion of the College and may be terminated at any time.
- b. Appointments, assignments of duty, and dismissals of individuals who are not employees are not subject to the human resource policies of the College that govern employees.
- c. Non-employees cannot begin to render services or use College property or equipment until all necessary background checks and approvals are granted. Non-employee appointments that do not comply with this policy will be considered unauthorized and will be subject to restriction of access to College facilities and services.
- d. Non-employees cannot be appointed for more than one year and may be reappointed upon expiration of the term if approved as outlined in this policy. Departments with a business need to appoint the non-employee for longer than one year may request a longer appointment upon a showing of the unique business need.
- e. Non-employees cannot be less than 16 years of age. Appointments of non-employees under the age of 18 are subject to the review of the Human Resources Office to ensure that the position and the duties performed is appropriate for a minor.
- f. Non-employees are not covered under the College's Workers' Compensation Insurance and Unemployment Compensation Insurance programs.
- g. Non-employees are not eligible to participate in any employee benefits program administered by the College.
- h. If a non-employee applies for an employee position and is hired, service in a non-employee position is not considered as time served for purposes of eligibility for internal searches or for credit related to employee benefits or retirement programs or service credit.
- i. Individuals who have been dismissed for cause from employment with the College, or who were not employed as the result of an unacceptable background check, are not eligible for non-employee service with the College.
- j. The college's nepotism policy will apply to non-employee appointments.
- k. Individual in non-employee appointments must comply with the College Non-Discrimination Policies.