



CHAPTER 2	SECTION NO.
COLLEGE PERSONNEL – PROFESSIONAL STAFF	2.02
REFERENCE	<i>Adopted: October 12, 2010</i>
2.02 Professional Staff (Non-Grant Funded) (<i>Exempt and Non-Exempt</i>)	<i>Reviewed: September 14, 2010; December 13, 2016; June 14, 2022; April 8, 2025</i>
	<i>Revised: December 13, 2016; June 14, 2022; April 8, 2025</i>

Appointments to non-grant funded (exempt or non-exempt) professional staff positions and continuance in such positions shall be made upon recommendation by the appropriate Senior Leadership Team member and finalized upon approval of the College President.

Non-grant funded exempt and non-exempt professional staff normally follow a fiscal year July 1, through the following June 30, work schedule or from the date of employment through the following June 30. A shorter or longer appointment may be recommended by the President. A non-grant funded professional staff member scheduled to work less than 2080 hours per year will be considered a part-time professional staff employee.

Appointment of non-grant funded exempt or non-exempt professional staff, including the duties to be performed, the responsibilities assigned and the work to be accomplished, will be at the exclusive discretion of the College President and will be based upon a continual assessment of the needs and interests of the students, the College and the community.

Non-grant funded exempt or non-exempt professional staff employees shall be at-will employees and either the Board of Trustees (or designee) or the employee can terminate this at-will relationship with or without cause, with or without notice, at any time, except as provided by specific contract terms and any applicable laws.

A non-grant funded exempt or non-exempt professional staff employee being-offered a subsequent or continued appointment shall be so notified by the President or designee on or before April 30th preceding the end of the current fiscal year.

If a non-grant funded exempt or non-exempt professional staff employee resigns their position, the non-grant funded professional staff member is expected to notify the President at least 30 days prior to their final workday.

A position description for each exempt or non-exempt non-grant funded professional staff position will be kept on file in the College's Human Resources Department.