



CHAPTER 2	SECTION NO.
College Personnel – Professional Staff	2.02
REFERENCE	<i>Adopted: October 12, 2010</i>
2.02.02 Professional Staff (Non-Grant Funded) Assignments	<i>Reviewed: September 14, 2010; January 10, 2017; June 6, 2017; June 14, 2022; April 11, 2023</i>
	<i>Revised: January 10, 2017; June 6, 2017; June 14, 2022, April 11, 2023</i>

Non-grant funded professional staff employees shall normally be scheduled to work a twelve-month work year extending from July 1 through the following June 30 or from the date of employment through the following June 30. A shorter or longer assignment may be recommended by the President. A Professional Staff member scheduled to work less than 2080 hours per year will be considered a part-time Professional Staff employee.

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Evaluation: Each non-grant funded professional staff employee shall receive a written performance evaluation by their supervisor. Such evaluation shall include, but shall not be limited to, job performance and the accomplishment of mutually agreed upon performance objectives and the overall objectives of the College. The performance evaluation will at a minimum be completed annually for one-year assignments and biennially (in year two of the contract) for two-year contracts. Reviews may be scheduled more frequently at supervisor’s discretion. Goal setting and review will occur annually.

Extension/Renewal: Assignment or reassignment of non-grant funded professional staff personnel, 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. All non-grant funded professional staff assignment renewals must receive approval from the President in the normal course of assignment approvals. In the event that a professional staff employee is not to be offered a subsequent one-year or two-year assignment renewal, they shall be so notified by the President or designee, by registered mail on or before April 30th preceding the end of the current fiscal year.

Contract Termination During Term: Anything in the foregoing notwithstanding, the employment of any non-grant funded professional staff employee may be terminated prior to the end of the term of the contract under which the individual is employed, under the following circumstances:

- 1) By mutual agreement of the parties.
- 2) For reasons of permanent disability or incapacity, which renders the Administrator employee unable to perform assigned job duties and responsibilities, as certified by a licensed physician.
- 3) For cause, including, but not limited to, unsatisfactory performance; violation of College policy, rules or regulations; commission of any unlawful act; misconduct which violates the College’s ethical or conduct standards; or any other conduct, act, or failure to act by the Administrator employee that is detrimental to the best interests of the College.

Expectation of Employment: No non-grant funded professional staff employee to whom this policy is applicable shall have any expectation of employment beyond the term of the current contract.

If a non-grant funded 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.