

Sussex County Community College

Policy No.: 200.26

Area: Human Resources

Adopted: June 28, 2016

200.26 Time Benefits for Part-Time Employees Policy

PURPOSE OF THE POLICY

To maintain an equitable method of compensation for part-time employees of Sussex County Community College (“College”).

GENERAL STATEMENT OF TIME BENEFITS FOR PART-TIME EMPLOYEES POLICY

Part-time employees who have a minimum of five years of continuous service to the College will receive straight time pay for a portion of the time the College is closed during the period between Christmas and New Year’s. The hours paid to the eligible employee will be based on 60% of the weekly number of hours typically worked by the employee.

In the event of a declared College closure after a part-time employee reports to work, the employee will receive a minimum of two hours of regular wages.