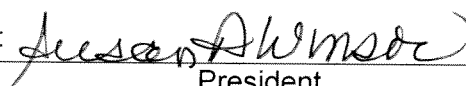
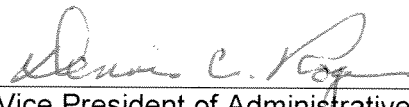


**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title:	COMPENSATION FOR PART-TIME EMPLOYEES	Procedure Number: 6-2-106.1
Institutional Authority:	Vice President of Administrative Services	
Associated SBTCE Policy/Procedure:		
Governing ATC Policy:	6-2-106	

Approved:    
President Vice President of Administrative Services

Date Adopted: 07/01/2004  
Date Revised: 03/10/2008

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

1. The Vice President of Administrative Services will furnish to each Vice President statements advising the amount of money budgeted for part-time instructors and staff temporary positions at the beginning of each fiscal year.
2. A register of part-time instructors and administrative temporary positions will be maintained by the Payroll Office showing the total funds budgeted and unencumbered balances. Monthly reports are distributed to each division after each payroll is completed.
3. A temporary employment agreement is required for all temporary positions. The agreement outlines the hourly rate, work location, duties to be performed, date of employment, and other related information. Temporary employment agreements are to be signed by the supervisor, the functional area manager, and the employee (in that order), before work is begun.
4. Establishment of salary for a part-time employee should include the following considerations: adjunct faculty salary schedule; equity among similar employees; work

experience relative to positions; education relative to position; and, budget limitations. The Human Resources Office can provide assistance with gathering salary information.

Procedure Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
03/10/2011		