

 Wharton County Junior College	ADMINISTRATIVE PROCEDURE MANUAL	
WCJC Title: Contract and Noncontract Employment	Section D: Personnel	Page(s): 3
BASED ON BOARD OF TRUSTEES POLICY		
Policy Title: Employment Practices	Policy: DBE	
Subtitle: Term Contracts; At-Will Employment	Date Adopted: 8-01-20	

Purpose

Establishes the basis for the employment of contract and noncontract employees.

Procedure

Contract Employment

1. Term of Contract

- a. Contract employees may be employed on a term contract basis. Employment may be discontinued at the end of the contract term by giving reasonable prior notice or during the period of employment in accordance with Administrative Procedure Nonrenewal, Termination, and Dismissal.
- b. Contracts shall be reviewed annually for renewal or extension. There is no right to renewal or extension of a contract. The Board in all cases, reserves the right to contract with an individual employee for a shorter or longer term, as it deems appropriate.

2. Notification

Notification of intent to renew, extend, or nonrenewal employment contracts shall be pursuant to Administrative Procedure Nonrenewal, Termination, and Dismissal.

3. Contract Consideration

Contracts shall normally be considered at the March Board of Trustees meeting, although the Board reserves the right to consider contracts at other times.

4. Contract Acceptance

The deadline for acceptance of a contract shall be stated in the contract and shall be at least 15 workdays from the date of offer. The offer of employment shall be withdrawn unless the contract is signed and returned on or before the deadline specified in the contract.

5. Assignment or Reassignment

- a. All contract employees shall be subject to assignment or reassignment by the College President at any time consistent with the employee's professional qualifications. (Clarification: Other non-contractual or extra-contractual work assignments such as overloads, PPAs, assignments as division chair or department head or for specific projects are governed by policies and procedures elsewhere in the Board Policy Manual, Administrative Procedures, the Employee Handbook, or other college documents.)
- b. The contract employee who is reassigned to a responsibility with less pay shall be continued with his current salary for the full term of the contract unless a salary adjustment is required by this policy or other applicable law. The next contract offered the employee shall reflect the lower salary appropriate to the new assignment.
- c. The contract employee who is reassigned to a position of greater responsibility or an extended work period shall receive the greater salary compensation due the new assignment. This salary upgrade shall become effective with the date of reassignment.

Noncontract Employment

1. Noncontract employees serving without a contract shall be employed on an at-will basis.
2. The College President shall be responsible for hiring noncontract employees with appropriate skills and qualifications to fill positions with the College.
3. Dismissal of "noncontract, at-will" employees shall be in accordance with Administrative Procedure **DM - Nonrenewal, Termination, and Dismissal**.
4. Only the College President has the authority to make representations or agreements for employment, length of employment, pay, or other matters regarding employment. The College President may delegate in writing the responsibility to communicate his or her employment determinations to other persons in the administrative line or supervision.
5. The Dean of Human Resources shall have authority to communicate on matters of institutional policy and procedures, state or federal law and agency regulations to employees of the College as they relate to employment matters.
6. Reasonable Assurance

The Board shall notify noncontract employees of reasonable assurance of employment subject to salary and assignment at the beginning of the school year. The receipt of reasonable assurance does not negate the employment “at-will” doctrine or guarantee the employee continued employment at the College.

7. Assignment or Reassignment

- a. All noncontract employees shall be subject to assignment or reassignment by the College President at any time.
- b. The noncontract employee’s salary shall be adjusted (either increased or decreased) to reflect the job classification of the new assignment. In the case of an administrative decision to reassign an employee, the noncontract employee’s steps shall be retained in the new assignment.

Date Prepared: 02/27/22 RYB

Revised Date: