

 Wharton County Junior College	ADMINISTRATIVE PROCEDURE MANUAL	
WCJC Title: Workload for Part-Time Employees	Section D: Personnel	Page(s): 1
BASED ON BOARD OF TRUSTEES POLICY		
Policy Title: Compensations and Benefits	Policy: DEA	
Subtitle: Salaries and Wages	Date Adopted: 08-01-20	

Purpose

Establishes the hours a part-time employee will be allowed to work at Wharton County Junior College. This procedure assists in the uniform campus wide compliance of the Teacher Retirement System of Texas and the Affordable Care Act rules for covered employment.

Procedure

1. Employees, including some faculty, paid by a timesheet (compensated on an hourly basis), may not work more than 19 clock hours per week.
2. Faculty paid by Equated Pay Hour (refer to Administrative Procedure **DJ – Faculty Teaching Loads**) will have their work load calculated by semester credit hour (SCH) and may not exceed 9 SCH per fall or spring semester.
3. Exceptions must be pre-approved by the President or designee
4. Records will be maintained in the payroll office.

Date Prepared: 11/05/2020 RYB

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