

GUIDELINES:

4.1.1p1. Interviewing and Hiring Part-Time Staff

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Adopted: Adopted April 18, 2007

Part-time positions may be classified as permanent or temporary positions. If a part-time position is considered a temporary position, a candidate may be hired without interviews.

Regular, Part-time Appointment: Individuals hired in this capacity (which may include faculty) receive a monthly or semi-monthly salary and have a work commitment of at least twenty (20) but no more than twenty-nine (29) hours each work week for a period of nine (9) or more calendar months. Individuals are not benefits eligible, but are eligible for pro-rated leave accrual and, with limited exceptions, are eligible for membership in the Teachers Retirement System of Georgia. Those individuals who are not eligible for membership in the Teachers Retirement System must participate in the Employees' Retirement System of Georgia's Defined Contribution Plan unless otherwise excluded by law.

Part-time, Hourly-Paid Appointment: Appointments are limited to the following two (2) circumstances:

- a. an employee may be appointed to a TRS covered, hourly-paid position and may work no more than nineteen (19) hours each week for an indefinite period; or,
- b. an employee may be appointed to a TRS non-covered, hourly-paid position (i.e., a non-supervisory custodial, maintenance, food service, security, or campus police position) and may work no more than twenty-nine (29) hours each week for an indefinite period.

Individuals hired in this capacity are not benefits eligible, do not accrue leave, are not eligible for membership in the Teachers Retirement System of Georgia (TRS) and may not become a regular member of the Employee's Retirement System of Georgia. Instead, the employee must participate in the Employee's Retirement System's (ERS) Georgia Defined Contribution Plan unless otherwise excluded by law.

Temporary, Hourly-Paid Appointment: No employee may work more than twenty-nine (29) hours per week. An individual hired as a temporary employee in any of the six (6) identified categories is not benefits eligible, does not accrue leave, is not eligible for membership in the Teachers Retirement System of Georgia (TRS), and may not become a regular member of the Employee's Retirement System of Georgia. Instead, the

employee must participate in the Employees' Retirement System's (ERS) Georgia Defined Contribution Plan unless he/she is otherwise excluded by law.

NOTE: no individual employed as a part-time, hourly-paid employee in a particular sub-category may also simultaneously serve as adjunct faculty. Additionally, no individual employed as a part-time, hourly-paid employee is permitted to serve in two (or more) different categories within this paragraph simultaneously.

The following categories of temporary positions/appointments are based on the anticipated or definitive period of employment and/or limitations governing hours worked

- a. Temporary Category 1 (Time Limited Appointment) – an hourly-paid employee (including those in a TRS covered position) may work between twenty (20) and twenty-nine (29) hours per week for a period not to exceed nine (9) consecutive calendar months. NOTE: if an emergency staffing situation exists which significantly impacts technical college operations (e.g., the inability of a TCSG child enrichment center or group day care home to meet Georgia Department of Early Care and Learning/Bright From the Start mandated staffing ratios for licensed facilities) it is permissible for an hourly paid employee to exceed the twenty-nine (29) hour threshold for no more than three (3) work weeks during an academic term. In response to an emergency staffing situation in the System Office, hourly paid employees may exceed the twenty-nine (29) hour threshold for no more than three (3) work weeks during any six (6) month period.

When an employee has reached nine (9) consecutive months of service, inclusive of any break(s) between academic terms, the individual must be separated from employment. The individual may be considered for re-employment after a break of at least thirty (30) calendar days.

- b. Temporary Category 2 (Intermittent Appointment) – an hourly-paid System Office or technical college employee in a TRS covered or non-covered position whose utilization and work assignments are of an occasional, sporadic, or infrequent nature based on his/her unique skill sets and/or the specific needs of the System Office or his/her employing technical college may work up to forty (40) hours in a given work week provided, however, that no System Office employee may work more than twenty (20) calendar days during any six (6) month period and no technical college employee hired in this capacity may work more than twenty (20) calendar days during any academic term.
- c. Temporary Category 3 (Fixed-Term Appointment) – an individual hired in this capacity is compensated on an hourly basis and has an appointment period not to exceed twelve (12) weeks. The individual may work up to forty (40) hours each week. At the conclusion of the established period, the employee must be separated from employment. The individual may be considered for re-employment after a break-in-service of at least six (6) calendar months. During the six (6) month period, the individual may not be reappointed in any capacity by the System Office or any technical college other than in a full-time, benefits eligible position as provided in Paragraph VI.A.1 (i.e., a Regular Appointment).

- d. Temporary Category 4 (Professional Laboratory Assistant Appointment) – an individual hired in this capacity is compensated on an hourly basis and may work no more than twenty-nine (29) hours each week during an academic term. Employment in this capacity shall encompass a single academic term and the accompanying terms and conditions of employment shall be outlined in a memorandum or letter of appointment.

Part-time Positions:

1. The Director of a department will notify the Director for Human Resources of an available part-time position.
2. The Director for Human Resources will create a position announcement with the appropriate minimum and preferred qualifications.
3. The Director for Human Resources will upload the position announcement and other associated position information (pre-screening questions, screening questions, interview questions, and interview committee members) into the Ogeechee Technical College Online Job Center.
4. The Director for Human Resources will notify the Director of the department that a Job Requisition can be initiated in the Ogeechee Technical College Online Job Center.
5. Once the position has been initiated by the Director of the department, the Job Requisition must be approved by the Vice President of the division, the Vice President for Administration, and the President.
6. Once the Job Requisition has been approved by the President, the Director for Human Resources will post the position to the Ogeechee Technical College Online Job Center for recruitment.
7. The Director for Human Resources will screen the applications to determine if they meet the minimum qualifications for the position.
8. A list of those who meet the minimum qualifications will be forwarded to the Director of the department.
9. The Director of the department will screen the applications to determine if they meet any of the preferred qualifications, if applicable.
10. The Director of the department will notify the Director for Human Resources if there is a qualified candidate for the position or if he/she would like to interview multiple candidates for the position. An Interview Committee will screen the applications to determine if the candidates meet any of the preferred qualifications.
NOTE: Only those who have submitted all required documentation will be eligible for an interview.
11. The Director for Human Resources will ensure all candidates have been screened according to the minimum and preferred qualifications for the position.
12. The Director of the department will notify the Director for Human Resources of a date, time, and a list of candidates to be interviewed.
13. The Director for Human Resources will schedule all interviews for the position and confirm the interview schedule with the Director of the department.
14. The Director of the department will provide the Director for Human Resources a recommended list of candidates following the completion of the interviews.

15. The Director of the department will print the candidate's résumé, unofficial transcripts, and/or certifications from the Ogeechee Technical College Online Job Center to start the hiring process.
16. The Director for Human Resources will submit the candidate's complete file to the President for final approval. A file will be considered complete when the following has been submitted:
 - a. *Recommendation to Employ Form*
 - b. Approved Job Requisition Details Form
 - c. Completed Background Request Form with results
 - d. Two Candidate Reference Forms
 - e. Interview Rating Sheet, if applicable
17. The Director for Human Resources will notify the Director of the department and Vice President of the division once the President has approved the candidate to be hired.
18. The Director for Human Resources will send the recommended candidate the Background Request Form.
19. The Director for Human Resources will notify the Director of the department when the background check has been completed.
20. The Director for Human Resources will contact the candidate to complete Human Resource paperwork and have the candidate submit official transcripts, and professional licensure and/or certifications.