

POLICY OF BOARD OF TRUSTEES
OF
PEARL RIVER COMMUNITY COLLEGE

Adopted August 1991
Revision #1 Date: December 7, 1993
PRCC Reference: Personnel

CONTRACT

Policy:

Each Pearl River Community College employee must have a written and signed employment contract.

Procedure:

Regular approved positions

Annual contracts for a new academic year will be distributed to individuals as soon as possible after the June Board meeting.

Grant positions

Annual contracts for grant funded personnel will be distributed to individuals after Board/President approval.

Adjunct instructional personnel

Contracts for adjunct instructors will be distributed as soon as course enrollment is determined.

Contracts will be distributed and returned to the employee's supervisor who will submit the contract to the Business Office.