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| Employment Renewals | Document No.   |          |
|                     | Effective Date | 12-15-09 |
|                     | Revision Date  | 12-15-09 |
|                     | Revision No.   | 1.0      |
|                     | Page No.       | of       |
|                     | Approval:      |          |

1.0 Purpose

This policy establishes guidelines for issuing annual faculty contracts and letters of appointment.

2.0 Revision History

| Date     | Rev. No. | Change  | Ref Section |
|----------|----------|---|-------------|
| 12-15-09 | 1.0      | Procedure rewrite   |             |
| 12-15-09 | 1.1      | Added administrators and staff to the policy for consistency. These groups also receive documents annually regarding their employment.  |             |
| 12-15-09 | 1.2      | Changed the date faculty contracts are issued to after the Board of Trustees votes to approve new salary schedules at its April meeting.  | 7.5         |
| 12-15-09 | 1.3      | Eliminated the automatic renewal of employment for faculty if a contract was not received by the April Board meeting. Changing the date of issuance to after the Board of Trustees' April meeting eliminates the reason for late contracts. | 7.5         |
| 12-15-09 | 1.4      | Added a no later than distribution date for faculty contracts.  | 7.6         |
| 12-15-09 | 1.5      | Added a no later than distribution date for administrator and staff letters of appointments.  | 7.7         |
| 12-15-09 | 1.6      | Added a specific time to notify faculty if they were not going to receive a renewed faculty contract.   | 7.8         |

3.0 Persons Affected

3.1 Casper College faculty who receive annual faculty contracts.

3.2 Casper College administrators and staff who receive annual letters of appointment.

#### 4.0 Policy

The policy of Casper College is to ensure:

4.1 Faculty, administrators, and staff are notified annually of their employment status.

4.2 The Casper College Board of Trustees typically approves salary schedules at their April Board meeting.

#### 5.0 Definitions

5.1 Faculty contract. This document is a binding agreement between Casper College and its faculty. The contract includes salary, benefits, and employment information for the upcoming fiscal year.

5.2 Letter of Appointment. This document is a binding agreement between Casper College and its employees. The letter includes salary, benefits, and employment information for the upcoming fiscal year.

#### 6.0 Responsibilities

6.1 The President is responsible for getting approval from the Board of Trustees.

6.2 The Vice President of Academic Affairs is responsible for the preparation and printing of faculty contracts.

6.3 The Director of Human Resources is responsible for the preparation and printing of administrator and staff letters of appointment.

#### 7.0 Procedures

7.1 The Office of the Vice President of Academic Affairs reviews faculty files to ensure that education, experience, and length of employment at the College are up to date. Compensation for the next year is calculated using the updated information and the Faculty Salary Schedule.

- 7.2 The Human Resources Department reviews administrator and staff files to ensure that education, experience, and length of employment at the College are up to date. Compensation for the next year is calculated using the updated information and the Administrator and Staff Salary Schedules.
- 7.3 The President works with the Vice Presidents and the Director of Human Resources to estimate salary costs for the upcoming fiscal year.
- 7.4 Prior to the April Board of Trustees meeting, the President presents the Board of Trustees with the proposed salary schedules for faculty, administrators, and staff, including the proposed salary increase, if any.
- 7.5 The Board of Trustees votes to accept or deny the proposed salary schedules at its April Board meeting. No employment renewal contracts will be issued until the Board of Trustees approves the salary schedules.
- 7.6 The Office of the Vice President of Academic Affairs prepares and prints the faculty contracts using the approved Faculty Salary Schedule. The Vice President of Academic Affairs distributes the contracts to the faculty. Contracts must be distributed no later than spring Commencement. Faculty scheduled for termination or retirement will not receive an annual employment renewal contract.
- 7.7 The Human Resources Department prepares and prints the administrator and staff letters of appointment using the approved Administrator and Staff Salary Schedules. The Director of Human Resources gives the letters to the appropriate supervisors for distribution to the administrators and staff. Letters must be distributed no later than June 1. Administrators and staff scheduled for termination or retirement will not receive an annual employment renewal contract.
- 7.8 Faculty who are not going to receive a renewed faculty contract will be notified in writing no later than three working days after the April Board meeting.