

## Task: Process a Part-Time Hire

### **Objective**

At the end of this module, the participant will understand the hiring procedures for part-time faculty and staff, and be able to correctly complete a Part-Time Employee Recommendation Form.

### **Background Information**

This section provides employees with information about various types of part-time employment at HCC, and outlines the steps necessary to process a part-time hire, using the appropriate Processing Checklist. These Checklists are designed to guide you step by step through the procedure. There are separate Checklists for different employee types:

- **Adjunct Faculty Returning from Adjunct Semester Break** – Instructors with a break in HCC service of *less than* 12 consecutive months
- **New Adjunct Faculty** – Instructors who *never* worked for HCC, or had a break in service of *more than* 12 months
- **Former Adjunct Faculty** – Use this checklist **ONLY** for those adjunct faculty members who did NOT work for HCC during the fall 2009 semester, but worked spring and/or summer 2009 semesters. Follow the instructions under the "Former Faculty" section of the checklist. This employee type phases out after summer 2010 hiring.
- **Part-Time Staff**
- **Current Employee with New Assignment**

There are also instructions online for completing the Part-Time Recommendation Form.

### **Downloadable Documents**

*Navigation:*

From HCC home page at <http://www.hccs.edu>

> Faculty & Staff

> Hiring Information for Managers (under Human Resources)

> Hiring Forms – Part-Time

> Select one of the following:

- [Adjunct Faculty Returning from Adjunct Semester Break Checklist](#)
- [New Adjunct Faculty Checklist](#)
- [Former Adjunct Faculty Checklist](#)
- [Part-Time Staff Checklist](#)

- [Current Employee with New Assignment Checklist](#)
- [Part-Time Employee Recommendation Form](#)
- [Instructions for Completing Part-Time Recommendation Form](#)

**Also available from the “Hiring Forms – Part-Time” webpage are:**

- Faculty Forms
- Reference Check Form
- I-9 Form (under Employment Eligibility)
- Retirement Forms
- Payroll Forms
- Drug Testing Forms

### ***Process for Completing Task***

See online Forms, Processing Checklists, and Instructions referenced in *Downloadable Documents* section above.

### ***Key Resource Persons***

YOUR DEPARTMENT CHAIR/SUPERVISOR

YOUR HUMAN RESOURCES GENERALIST

### ***Applicable Policy/Procedure***

*Online Navigation:*

From HCC home page at <http://www.hccs.edu>

> Policies & Procedures (under Employee Support)

> C:2, Employment Practices (under Human Resources)

Also see items listed under *Downloadable Documents* above.