

CAMPUS CC POLICY

The following statements and conditions shall apply to all appointments of one-half time or greater funded from either state or continuing trust fund CC accounts.

1. All Deans, Directors, and Department Heads, or other appointing authorities must obtain approval of the appropriate Vice Chancellor prior to appointing any individual on CC funds or committing the campus in any way through written or oral offers of appointments on CC funds.
2. When approved, such appointments or commitments must bear the Vice Chancellor's certification as to:
 - a. The critical nature and
 - b. The intended brief and temporary duration of the appointment; i.e., initial appointments may be made for a six (6) month duration and reappointments for a maximum of an additional six (6) months. In the event that the initial appointment were to extend into a new fiscal year, reappointment may be made for the balance of the six (6) month duration without jeopardizing the opportunity to reappoint for an additional six (6) month period, subject to the conditions stated above.
3.
 - a. The Personnel Office shall be utilized in a consulting capacity by the Vice Chancellors in all instances of requests for CC appointments, and its recommendations shall be considered prior to the Vice Chancellor's approval and certification of the appointment.
 - b. All appointments on CC, other than salaried professionals, must have an application which is no more than six (6) months old on file with the Employment Section of the Personnel Office prior to such appointment being processed.
 - c. All hourly appointments on CC must adhere to the then current and appropriate hourly rate scale published by the Personnel Office.
4. The following classifications of actions shall be exempt from this policy:
 - a. Persons who are retired from faculty, exempt (professional) staff, or non-exempt (classified) positions and who are re-employed under applicable provisions of the law (MGL, Ch. 32, Sec. 91(b)).
 - b. Part-time faculty and others hired to teach, usually for one (1) or two (2) years, or to fill unanticipated vacancies (sudden death, sick leave, etc.) or to teach additional sections, temporarily necessitated by enrollment overload.
 - c. Five College faculty appointments.
 - d. Additional compensation payments to current University employees under applicable Board of Trustees policies.
 - e. Student payroll (including college work study and Graduate Teaching Assistants).
 - f. Selected hourly clinical staff and clinical support staff required to maintain the 24-hour University Health Center outpatient and inpatient services.
 - g. County Extension Services personnel in the College of food and Natural Resources.
 - h. Hourly trades employees within the Alterations Department of the Physical Plant.
 - i. Additional classes, which may be identified in the future, may also need to be declared exempt from this policy subject to Executive Staff approval.
5. All CC exempt (professional) contracts must include a statement, under "Other Commitments or Contingencies," informing the appointee that the appointment is
 - a. temporary and limited to a maximum of one year
 - b. does not carry benefits, and
 - c. does not create a right to an AA position.