Madison College Part-time Employee Work Hours

Does the part-time employee teach?

No

Is the part-time employee PSRP? (no teaching assignments)

No

Is the employee qualified and hired as student help and/or work study?

No

Was the employee hired as a Casual?

Part-time Faculty

Less than 50% teaching load* AND

Inclusive 50 - 60% teaching load* AND

Greater than 60% teaching load up to 75%*

Part-time PSRP

Max hours per calendar year: 1,300

Max 25 hours per week – all hours, all jobs

Student Help / College Work Study

Max 20 hours per week

EXCEPT

Max 30 hours per week during summer and spring/winter breaks

Casual

Max hours per calendar year: 519

AND

Max 25 hours per week – all hours, all jobs

The sum of ALL non-teaching hours worked may not exceed 12 hours

The sum of ALL non-teaching hours worked may not exceed 6 hours per week**

The instructor does not work any non-teaching hours.

Max 20 hours per week**

The sum of ALL non-teaching hours worked may not exceed 6 hours per week**

The instructor does not work any non-teaching hours.

Max 25 hours per week – all hours, all jobs

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*This includes TAG assignments and hourly instructional teaching assignments. Any loads calculated according to the legacy Workload Calculator are still valid, but the determination should be documented.

**Part time faculty hour limits apply throughout the semester as well as break periods and summer. This hours maximum is the sum of all non-instructional hours on all jobs. Examples of non-teaching hourly work include curriculum development, department meetings, convocation, casual work, etc.

Each employee is responsible for monitoring their work hours and complying with these requirements.

Appointed staff in each of the schools is responsible for accurately maintaining and communicating part time employee job status updates and job changes to human resources. If there are any questions regarding that procedure, please contact HR@madisoncollege.edu.

The Human Resources Department monitors part-time hours.