

**WESTERN NEBRASKA COMMUNITY COLLEGE  
POLICIES AND PROCEDURES**

SECTION: Human Resources           400.0000.14  
SUBSECTION: All Employees         415.0000.15

*Contracts*  
**Policy Number: 415.0300.79**

**POLICY**

Written contracts will be provided for all full-time faculty and administrative/professional employees. The Board shall have final approval of contracts for all full-time faculty and administrative/professional employees.

Full-time administrative/professional employees shall not receive either compensatory time or additional pay for hours spent in any work week exceeding forty (40) hours.

Contracts for part-time employment may be issued for faculty and administrative/professional personnel employed by the day, by the semester credit hour, or by the clock hour as deemed appropriate and approved by the President within the confines of the approved College budget and pertinent policies of the Board.

**DEFINITIONS**

N/A

**APPLICABILITY**

N/A

**Adoption Date:** 1979

**Revision Date (and Board of Governors' Minutes Item Number):**

**Prior Policy/Procedure Number:**

**Schedule for Review:**

**Divisions/Department Responsible for Review and Update:**

**Sponsoring Division/Department:**

**Rescinded Date:**

**Cross Reference:**

**Procedure(s) for Policy:**

**Related Policies/References:**