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## POLICIES & PROCEDURES FOR EMPLOYEES

Southwestern Community College - Policies and Procedures Manual

Policy Title: **Contracts - Term** **4.5**

Responsible  
Division: Human Resources

Date Approved: October 1992

All contracts are subject to adequate funding.

1. **Administrative/Support Personnel - Exempt**  
Administrative/Support personnel contracts will normally be issued for the fiscal year. Contracts may be issued for periods of less than twelve (12) months, based upon length of service required by the college.
2. **Faculty - Exempt**  
Faculty contracts will normally be entered into for the academic year. Contracts may be issued for twelve (12) months at the discretion of the President.
3. **Non-Exempt Employees**  
Employee contracts will normally be issued for the fiscal year.
4. **Probationary Status**  
Contracts for the first twelve (12) months of employment shall be probationary.

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