



Date: August 1, 2017

Policy No:

Title of Policy: Contractual Conversion Policy

Policy (check one): New X Revised _____ Reformatted _____

Applies to (check all that apply):

Faculty __ Staff X Students __

Division/Department __ College __

Topic/Issue:

Establish (BCCC) Baltimore City Community College Policy for Contractual employees who work more than 30 hours per week who have been continuously employed for three years to be converted to regular positions

Background to Issue/Rationale for Policy:

A person (non-faculty employee) who (1) pursuant to a written agreement, provides personal services to BCCC for pay; (2) is not employed as a Regular Status employee in a budgeted position; (3) whose compensation, terms and conditions of employment are governed by this policy and a written contract and not by the BCCC policies generally applying to Regular Status Nonexempt and Exempt staff; and (4) has an employer-employee relationship with the institution in which the institution furnishes necessary supplies and equipment, and a place to work; has the right to control and direct the details, means and results of the performance of the services; and has the right to discharge the person from employment.

State/Federal Regulatory Requirements (cite if applicable):

N/A

Policy Language:

- A. It is the policy of Baltimore City Community College that employees, after three consecutive years of service in the Contractual Category, shall be eligible to be converted to a Regular Status position and subject to all the policies and procedures of Regular Status employees.
- B. This provision does not apply to employees in positions funded through Research/Service Grant or Contract, or through Clinical Revenue; Athletic Coaches; employees on internship; and those employees who have chosen not to be converted to Regular Status employment.

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- C. This provision does not automatically convert current contractual employees who have worked three or more years
- D. Employees who are converted to Regular Status without a break in service will have contractual time served in the current position counted towards their probationary period.
- E. All Conversions will be approved based on PIN and funding availability within the requested division/department

Proposed Implementation Date: July 1, 2018

**Proposed by: Michelle Williams, Executive Director of Human Resources
Calvin Harris, Vice President/Senior Staff Member**

Approved by the Board of Trustees: February 21, 2018

Originator/Division: The Office of Human Resources

****This policy once approved by the Board of Trustees supersedes all other policies.***