



Date: August 1, 2017

Title of Procedures: Contractual Conversion Procedures

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Procedures (check one): New  Revised \_\_\_\_\_ Reformatted \_\_\_\_\_

Applies to (check all that apply):

Faculty \_\_\_ Staff  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 Procedure:**

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

**Procedural Language:**

**I. TERMS AND CONDITIONS**

All Contractual Status employees:

1. Must meet the minimum qualifications for the position;

2. Shall be paid at a rate that at least meets the minimum of the pay range for the position's job class. Other compensation changes must be made in accordance with Guidelines.
3. Shall be entitled to service credit for the time served in this category, as a Regular Status employee. The term "service credit" is not applicable to any retirement rights
4. Shall be given a written performance evaluation under the Baltimore City Community College Performance Management Program guidelines
5. This provision does not apply to employees in positions funded through a Research/Service Grant or Contract, or through Clinical Revenue; Athletic Coaches; employees on internships; and those employees who have chosen not to be converted to Regular Status employment.
6. This provision does not automatically convert current contractual employees who have worked three or more years
7. Contractual employee may be eligible to be converted to a Regular position without a recruitment process.
8. All Conversions will be will be approved based on PIN and funding availability within the requested division/department.

## **II. BENEFITS**

1. All employees are eligible for paid leave, which includes 22 Annual Days, 15 Sick Days, 3 Personal Days (pro-rated based on start date), 1 Floating Holiday and 14 Federal Holidays (including winter break). All contractual employees converting to Regular status positions will begin to accrue leave as a Regular employee, and will not be compensated or allowed to carry over any remaining leave balance from the contract period.
2. Contractual employees may participate in the State Health Insurance programs and Prescription Plan that are available to State employees. Participation shall be in accordance with regulations of the State Department of Budget and Management and any applicable Federal rules and regulations.
3. Contractual employees may participate in the Tuition Remission program
4. Contractual employees may participate in other programs with voluntary deductions, e.g., charitable contributions; State Employees Credit Union (SECU).

**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**