

GUIDE TO SUPPLEMENTAL EMPLOYMENT AT NMC

NMC provides interesting and challenging supplemental employment for people wanting part-time work adaptable to their personal schedules and needs. We appreciate this assistance and could not meet our mission without it.

The following information is provided to try to eliminate any confusion regarding supplemental employment at NMC.

What is supplemental employment and how is it different than regular employment?

NMC has two basic types of positions - regular and supplemental. "Regular" positions are those jobs established as an on-going appointment of half-time or more. The person in the position is eligible for benefits, has certain rights and expectations related to continued employment with the college, and is expected to be a full partner in the governance of the college. The on-going need for and approval of this position would have been well established through the college planning and budgeting process. Because of the college's desire to be known as a stable employer and to provide a reasonable level of job security, regular positions are not added if the need or the funding for the position is expected to be short-term or sporadic. This is different than many private employers who regularly add and lay off staff.

"Supplemental" positions are those positions scheduled for 1500 hours or less in a fiscal year (July 1 through June 30). People in these positions are members of the Michigan Public Employees Retirement System, but are not eligible for other benefit programs. Supplemental employees are used for a variety of reasons at NMC. They may be filling in for an absent regular staff member, helping out with a special project, helping during a peak period, or helping an area get its regular work done. Supplemental staff help us survive!

Can supplemental employees have more than one job at NMC?

Supplemental staff may **choose** to help out in several offices at the college at various times. All positions, however, should not add up to more than 1500 hours per year. For supplemental positions the college has made a decision not to establish an on-going regular position. If you are interested in working as a supplemental staff person in other areas, please inform Human Resources.

Will supplemental employees be considered for regular positions at NMC?

The NMC hiring policy states that we will give first consideration to candidates within the institution. When a staff job is posted for internal candidates, regular staff and supplemental staff are eligible to apply. If the search chair and Human Resources determine that the pool of candidates is not sufficient to make a hiring decision, then the position will be opened up to external candidates. Because supplemental staff have

worked here and have had an opportunity to demonstrate their capabilities, they are often on the top of the interview list for these openings.

How are pay rates established?

Because supplemental positions vary so widely, there is not an established pay scale for supplemental staff. Pay rates are recommended by the supervisor and approved by Human Resources in order to maintain equity across the college. The level of skill, responsibility and qualifications required will be reviewed, as well as what similar jobs in other areas of the college are paying. Supplemental pay rates do not automatically increase each year. Any pay increases would need to be discussed with the supervisor and approved.

If you have any questions or concerns regarding supplemental employment, please call Human Resources at 995-1143.