

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
REGULATION NO. – AR- 5.1**

TITLE: CONTINUING EDUCATION, CONTRACTED TRAINING AND COMMUNITY EDUCATION
HIRING AND PAYMENT FOR SERVICES

DEFINITION: College procedures for hiring Instructional Services, including Trainers, and authorizing payroll payments in Continuing Education, Contracted Training, and Community Education programs.

EFFECTIVE DATE: MAY 25, 2004; REVISED 1/28/2020

PROCEDURES:

1. Senior Administrator, Program Manager, Program Coordinator, or designee, shall review “on file” resumes and/or make contacts with external resources, including, but not limited to West Virginia Job Service, to identify appropriate and qualified candidates to perform instructional or training services. Sufficient recruitment efforts shall be made to insure consideration of a qualified and open applicant pool. Ongoing recruitment efforts will include classified advertising, internal and website postings, and contacts with College partners and community representatives.
2. Program Manager, Program Coordinator, or designee, shall contact prospective candidate to determine preliminary qualifications, interest, and availability for instruction or training purposes.
3. The College shall issue and the instructor is required to sign an *Agreement for Professional Service (Agreement)* prior to the beginning of any instructional services. This document shall constitute the full and complete “agreement” describing the terms and conditions of the instructional assignment specified. All parties acknowledge that no other interest or right is obtained by virtue of this appointment.
4. Designated payment rate shall include all instructional related expenses, including, but not limited to, course preparation, travel, material fees, and course delivery. Any exceptions must be approved in advance and in writing by the President.
5. Required book and/or material fees are a direct student/participant expense, when provided by the instructor will be added to any institutional fees. The Workforce Education Staff shall be primarily responsible for collecting any book and/or materials fees, unless otherwise agreed to in writing and in advance with the appropriate Workforce Education Staff and the Dean.
6. Prior to employment, instructors are required to complete College and State of West Virginia required documents, including tax withholding forms (federal and state), as well as U.S. Department of Justice *I-9 Employment Eligibility Verification* forms. Forms shall be issued by the Workforce Education staff.
In addition, if the instructor is a full-time State of West Virginia employee (including Eastern staff), then, a *Full-Time State of West Virginia Employee Certification* form must be completed by the State employee’s current supervisor and returned with the signed Agreement prior to beginning services.
7. It is understood that instructors appointed by the College to deliver instructional services are to be performed consistent with federal and state laws, rules, regulations and policies of West Virginia Higher Education Policy Commission, West Virginia

Council for Community and Technical College Education, and Eastern West Virginia Community & Technical College.

8. All classes are subject to a minimum class enrollment, which is to be determined by the College. The College reserves the right to cancel classes due to low enrollment or other business related reasons.
9. No instructional services payment shall be made for any classes not delivered or for cancelled classes.
10. Instructional services payment shall be made through regular payroll processes after classes are completed. One payment installment shall be made for part-time instructional services, unless otherwise specified in the *Agreement for Professional Services*.
11. The Program Manager or Program Coordinator will complete the *Payroll Authorization* form. The Dean of Community Engagement and Partnerships will be responsible for submitting the *Payroll Authorization* form to the payroll office to verify that the instructional services described in the *Agreement for Professional Service* have been completed.
12. The College and State of West Virginia payroll schedules and processes involve approximately a one month period after services are rendered for part-time payments, including instructional services.

The Executive Dean of Administrative Services is responsible for implementation, interpretation, and review of this regulation.



Dr. Charles Terrell, PRESIDENT



Date