



WASHINGTON COLLEGE POLICIES

TEN MONTH STAFF APPOINTMENTS

A regular employee is an employee who is hired for an unspecified period of time in a position that may be continued from year to year on a 9, 10 or 12 month basis. Regular employees are eligible for College sponsored benefits in addition to benefits required by federal or state law. Full time faculty are appointed on a 9 month basis. Full time staff are appointed on either a 10 or 12 month basis. Normally, staff are appointed on a 12 month basis. Ten month staff appointees are paid on the 26 pays biweekly payroll, are scheduled to be off work from June 15 to August 15 and receive prorated vacation, and sick leave accruals.

REV 11/2013