



JCS-Inc. Administrative  
Regulations

## 8012.2 Full Time Employment Administrative Regulations

Effective Date: September 8, 2017

### **Procedure:**

1. Only certificated teachers who begin the school year as a 75% or higher FTE will be eligible to start as full-time teachers.
2. If a full time employee drops below the 30-hour-per week average or the 75% FTE for two consecutive months, the Human Resources Director will notify the employee that their status is changed to part-time.
3. The change will be effective following the next consecutive pay date after notice is given.

Original Procedure: 04/17/02

Revised Procedure: 03/09/07

Revised Procedure: 09/08/17