

**Section:** Staff Working as Adjunct Faculty

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**Sponsoring Unit/Department:** Human Resources

## Staff Working as Adjunct Faculty

The College values the experience and educational credentials its exempt employees can provide to students as adjunct faculty. Generally, the College does not allow non-exempt employees to teach because of the overtime issues created by non-exempt employees who also perform exempt work (teaching). Exceptions may be made in highly unusual circumstances. Staff may be employed by the College as adjunct faculty provided all of these conditions are met. The employee:

- Is not a subject of disciplinary action.
- Will instruct at times outside their normal work hours as determined by the employee's supervisor.
- Will instruct no more than six (6) load hours per traditional Fall or Spring semester or Summer Session.
- Is able to be present for primary assignment when accepting a secondary assignment as adjunct faculty.
- Has the approval of the supervisor and the administrator of the home position to assume a secondary assignment.

The administrator can allow staff to instruct during their normal work hours. The employee may request:

- to flex their schedule to fulfill instructional duties, or
- to use annual leave to fulfill instructional duties