



Title: Supplemental Duties	
Page 1 of 1	Implementing Procedure For Policy: N/A
Date Approved: 02/28/03 Date Revised: 02/12/08	Division: Instructional Affairs

*Procedures for Full-time Non-Instructional Employees
Teaching Credit and Non-Credit Classes*

Teaching Credit and/or Non-Credit Classes

Qualified employees may teach credit and/or non-credit courses with approval of their supervisor.

The teaching may be done in several ways as follows:

1. As a part of an employee's regular work hours with no additional compensation.
2. As a part of an employee's regular weekly work hours with additional adjunct pay and missed work hours made up during the work week.
3. Outside of an employee's regular work hours with adjunct pay.

Vice President for Instructional Affairs

Date

Approved by President

Date