

	POLICY	Motion No.	EXEC 1003-2025
	Part-Time Teaching by Administrative Staff	Effective Date	2/18/2025
		Responsible Department	Human Resources
		Attorney Review / Date	[Attorney Name] [Date]

POLICY

Administrative employees may request and receive teaching assignments for available courses in accordance with the faculty Collective Bargaining Agreement (CBA) held between the College and the faculty union. The pay for this work is also determined by the CBA.

To teach a course, an administrative employee must be qualified and permitted to do so per the faculty CBA guidelines, be classified as exempt under the Fair Labor Standards Act, and have permission from their supervisor. Provided the administrative employee has supervisor approval, an administrative employee may teach a course during the workday, provided the employee uses Paid-Time Off (PTO) to cover the hours or alters his or her schedule appropriately. In no case may the teaching assignment interfere with the employee's ability to perform their normal work duties.

Effective Date	Motion Number	Document Author	Description of Change
2/18/2025	EXEC 1003-2025	Human Resources	Policy revised for clarity
8/25/2017			Changed FYE course name to Academic and Career Planning (ACP)
4/05/2017			Editorial Changes
10/23/2012	EXEC 1026-2012	Human Resources	Initial Release