

CP 5.1.15 Staff Teaching and Overload Pay

Related Board of Trustee Policy: BP 5.1.15

Responsible Official Vice President for Learning and Student Services
Approvals 10/17/08
Revision

Procedure

1. The normal workload and responsibilities of all full-time staff positions are summarized in the job description of each staff position.
2. In instances where staff members are asked to exceed normal responsibilities of their respective jobs, certain conditions apply to determine if additional compensation is merited. They are as follows:
 - a. Staff asked to teach outside the realm of their normal workload and work schedule may receive additional compensation.
 - b. Staff teaching or performing additional duties during their normal workday (schedule) will not be compensated unless in the judgement of their supervisor and the President that it is deemed work above, beyond, and in addition to their full-time responsibilities. **Staff should see approval of immediate supervisor before accepting additional teaching assignment to insure that it will not interfere with normal work responsibilities.**
 - c. In instances of unusual circumstances, a staff member may be asked to teach above and beyond his/her normal work responsibilities. In such instance, the decision to pay additional compensation will be determined by the evaluation of their current workload, whether current responsibilities can be reduced, and supervisory recommendation. For example, if a staff member is asked to teach classes and not required to make-up lost working hours during the normal workday he/she would not be given additional compensation. If their current job responsibilities require him or her to make up the lost work time and the work could not be reassigned or reduced, then he/she may be compensated based upon the recommendation of the individual's supervisor and the President's approval.
 - d. Under unusual circumstances on institutional financial difficulty, staff may be asked to teach one course per semester without compensation.
 - e. Under unusual circumstances of institutional financial difficulty, Administrative Staff (Directors, Coordinators, senior Administrators, and/or the President) may be asked to teach one course per semester without compensation.
 - f. Under no circumstances shall senior Administrators (President, Vice-Presidents or Deans) be compensated for additional teaching responsibilities.
 - g. To comply with state dual employment regulations, no staff member shall be allowed to take leave and be compensated for teaching in other areas of the college. **Staff should seek approval of immediate supervisor before accepting additional teaching assignments in other areas of the college to insure that it will not interfere with normal work responsibilities.** Only documented instances of an overload shall justify additional compensation.
 - h. To comply with state secondary employment requirements (see Secondary Employment policy/procedure), all instances of secondary employment (in other areas of the college or outside agencies) **should be disclosed to immediate supervisor in writing.** This disclosure should include specific schedule

requirements, etc., so that a determination may be made whether the secondary employment interferes with primary job responsibilities.