

4.23 Full-Time Administrative, Professional, or Classified Pay for Instructional Assignments (Reaffirmed 11/28/23)

Full-time administrative, professional, or classified employees may be asked to teach a maximum of six contact hours per semester. The instructional assignment may qualify for reimbursement if the instructional responsibilities are in excess of those specified within the employee's job description and are outside the employee's normal workday hours. Approval must be obtained from the Vice President of Academic Services/CAO prior to offering an instructional assignment to a non-exempt full-time employee by submitting a Request to Hire Full-Time Non-Exempt Employee for Teaching Assignment form. Reimbursement will be at 50% of the lowest overload instructional pay schedule rate of the College.