



**Title: #IV-11B. Use of Full-Time Staff or Administration for Instruction**

**Date: March 26, 2026** (Replaces version dated February 11, 2009)

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### **Purpose**

This procedure establishes standards for the assignment of full-time exempt staff or administrators to supplemental instructional duties that are not part of their primary role, while ensuring compliance with institutional workload expectations, compensation practices, and supervisory oversight requirements.

### **Scope**

This procedure applies to all full-time exempt staff and administrative personnel.

### **Authority**

This procedure is issued under the authority of the President and the Executive Vice President of Academic Affairs and is subject to applicable state wage and hour requirements and institutional compensation practices.

Full-time exempt staff or administrators may be assigned to teach credit or non-credit classes for the College.

When teaching is included in the position description as part of the regular assigned duties of a staff member or administrator, and the class is taught during normal work hours, no additional compensation shall be provided.

Full-time exempt staff or administrative personnel teaching classes may receive compensation at the approved part-time faculty rate provided that (a) the classes are scheduled at times when they are not normally on duty, (b) annual leave has been approved during the time that they will be teaching classes, or (c) an alternative compensatory work schedule has been arranged with the appropriate supervisory personnel and approved by the President.

The total teaching commitment of a full-time staff or administrator should not exceed two courses and no more than six credit hours per academic semester.

Nonexempt staff employees are not eligible for instructional assignments under current state wage and hour administration requirements. This restriction applies to both credit and non-credit instruction.

**Responsible Administrator: Executive Director Human Resources, 304-424-8212**