

**BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE****FULL TIME STAFF FOR INSTRUCTION**

**Date approved by cabinet: April 26, 2023**

**Effective Date: June 5, 2023**

**Expiration date (5 years from effective date if not renewed): June 5, 2028**

**Section 1. Purpose**

- 1.1. BridgeValley Community and Technical College is committed to having qualified faculty to teach students. This will serve to establish guidelines for hiring full-time staff members that have the qualifications and credentials to teach courses as an adjunct.

**Section 2. Policy**

- 2.1. BridgeValley may allow full-time staff employees that are exempt under the Fair Labor Standards Act and qualified to teach courses as an adjunct. Proper approval from supervisor must be obtained.
- 2.2. Although the College recognizes that some non-exempt employees may have credentials to qualify for adjunct faculty teaching, the College cannot permit non-exempt employees to have dual employment with the College.
  - 2.2.1. According to the Fair Labor Standards Act, “Employees that perform non-exempt work as his or her primary duty, he or she will be considered non-exempt and must be paid overtime for all hours worked over 40 in a week”. Compensation for adjunct teaching would therefore not be in alignment with the College adjunct faculty salary schedule, which represents equitable compensation.
- 2.3. The only teaching permitted by a non-exempt employee is teaching that is part of his or her normal job responsibilities such as but not limited to i.e. First Year Experience.
- 2.4. This policy does not apply to non-classified and classified staff employees that are required to teach specific courses as part of his or her normal job responsibilities with no additional compensation or to non-classified staff maintaining faculty rank status.

**Section 3. Procedure**

- 3.1. Full-time staff employees that are approved to teach courses may do so, as long as it does not interfere with their normal job duties.
- 3.2. When this circumstance arises, the Dean of the department responsible for the course must submit a Full-Time Staff Adjunct Assignment Request Form to the Vice President of Academic Affairs as well as the employee’s supervisor. The Dean’s request must

include the extenuating circumstances that necessitate a staff member teaching rather than filling the position with another qualified individual.

- 3.3 The Vice President of Academic Affairs must confer with the Chief Human Resources Officer to confirm the employee is exempt prior to approval.
- 3.4. Non-classified and classified staff members must complete all preparation, grading, advising, e-mail responses, and other work associated with the class outside regularly scheduled work hours.