

## **Administrative/Support Personnel Class Instruction**

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Administrative and support staff (non-faculty) employees are encouraged to instruct a class under the following conditions.

1. They must meet institutional qualifications;
2. They can only instruct outside their normal supervisor-approved work schedule, unless limited classroom instruction is listed as part of the employee's job description;
3. They must have approval of immediate supervisor(s) and president;
4. They will instruct no more than the equivalent of nine credit hours per semester;
5. They will be paid at the institutional rate for overload pay, if the instruction falls outside their normal duties and/or is outside their normal work day, and all applicable terms and conditions relating to the issuance of supplemental contracts will be observed;
6. Any deviation from the above conditions must be approved by the supervisor(s) and the president and the board of trustees will be notified.

*Adopted: 8/9/01*

*Revised: 9/08*