



POLICY NUMBER: HR-513 REV.

POLICY AND PROCEDURES MEMORANDUM

Title: Additional Work Policy for Staff
Original Policy Effective Date: June 11, 2012
Revised Policy Effective Date: Dec. 4, 2012
Cancellation:
Office:

Additional Work Policy for Staff

Purpose

South Louisiana Community College's staff constitutes a pool of talent from which the College can draw to supplement the full-time faculty in a number of disciplines, in addition to other part time employment. When staff have the requisite expertise and experience, department chairs and deans often choose them to teach as adjunct faculty members or provide additional duty functions. Occasionally issues of timing and compensation arise for such duties. The purpose of this policy is to provide clarity, fairness, and equity with respect to expectations and compensation for additional duties teaching or performing other additional duties by staff.

Working outside normal work hours:

Staff holding full-time appointments may only teach outside of the normal workday for additional compensation at the standard adjunct faculty rate, if such teaching is not part of their job expectations, provided that such teaching and teaching-related activities (preparation, grading, consulting with students, etc.) do not interfere with their administrative duties. In addition staff performing other duties may only work outside of the normal workday for additional compensation set by the position Supervisor or Vice Chancellor. Accordingly, such staff must receive written permission from their supervisors, for such teaching or additional duties prior to their being scheduled to teach or provide any additional hours in any semester or summer session. Staff teaching or providing additional duties outside regular working hours may **not** teach or work more than **one three- or four-credit course for SLCC per semester or per summer session, which is equal to no more than four work hours per week.**

Reference:

Policy Reference:

Review Process:

	Reviewing Council/Entity	Review Date	Effective Date
<i>x</i>			
<i>x</i>	<i>Original Policy: Cabinet Approval</i>	<i>June 4, 2012</i>	<i>June 11, 2012</i>
<i>x</i>	<i>Revised Policy: Cabinet Approval</i>	<i>December 4, 2012</i>	<i>December 4, 2012</i>
<i>x</i>	<i>Original Policy: Executive Committee Approval</i>	<i>June 11, 2012</i>	<i>June 11, 2012</i>
<i>x</i>	<i>Revised Policy: Executive Committee Approval</i>	<i>December 4, 2012</i>	<i>December 4, 2012</i>
<i>x</i>	<i>Original Policy: Chancellor Approval</i>	<i>June 11, 2012</i>	<i>June 11, 2012</i>
<i>x</i>	<i>Revised Policy; Chancellor Approval</i>	<i>December 4, 2012</i>	<i>December 4, 2012</i>

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