

STAFF TEACHING GUIDELINES – *Flexible Scheduling Process Guidance*

Purpose: To provide guidance for flexible scheduling arrangements between supervisors and staff

Shawnee State University may permit current administrative and/or support staff to apply for and serve as part time instructors on a limited basis. The request to serve as a part time instructor on the part of an individual is voluntary and is not a required responsibility or considered an element of the employee's primary position at Shawnee State University, unless such assignment is a written responsibility defined in the employee's job description.

Where appropriate, and at the University's discretion, administrative and support staff may follow the standard part-time faculty application process and will be eligible for consideration to be employed in a part time instructor capacity for a teaching assignment. Employment of a current administrator or staff member will be permitted only in those instances in which a determination has been made that the individual possesses the skills, credentials, required for the specific part time teaching position.

The following guidelines have been developed to ensure legal compliance and consistency in the employment of administrators and staff to serve as a part time instructor. In no case will employment as a part time instructor be permitted to conflict with, or reduce the effectiveness of, the individual's primary job performance:

- An administrator or staff member must apply for the part time teaching position following the University's established employment procedures.
- When a support staff member has the desire to apply for a part time teaching position, he or she must inform the immediate supervisor prior to applying in order to ensure that there will be no scheduling conflicts affecting the individual's primary position obligations.
- In order for support staff (hourly-paid) employees to be approved to serve as a part time instructor, the application must be reviewed by the Director of Human Resources in order to ensure compliance with Department of Labor regulations.
- Employees will be limited to teaching one course per term. Any exception requires written consent from his/her supervisor and approval from the appropriate Vice President.
- Administrators serving as part time instructors are expected to make every attempt to accept teaching assignments during hours they are not scheduled to work. Upon approval of the department vice president, the use of available leave time and/or an adjustment for a flexible work schedule will be permitted. This agreement must be in writing.
 - ***This agreement can be in the form of an email, but it must include the following:***
 - ***Beginning and end dates of the contract***
 - ***The hours when the administrator will be out of the office***

- ***The days when the hours will be made up as well as the approach, i.e. start at 7 / stay until 6, etc. Avoid approaches such as “working from home” or “skipping lunch.”***
- ***It should include the proposal from the employee who is teaching and include an approval reply. This can be maintained between the employee and supervisor, but available upon request, should there be a question raised about doing adjunct work during normal work time.***
- Support Staff serving as part time instructors: If class meeting times occur during his/her normal work schedule, the employee must: (1) obtain prior approval to apply available paid leave (i.e. vacation, personal, or compensatory time); or, (2) at the sole discretion of the supervisor, the employee’s work schedule may be modified, however in no case shall doing so result in the employee qualifying for overtime related to the completion of his/her primary position obligations. The conditions of a flexible work schedule must adhere to the terms of the CWA collective bargaining agreement. The employee and his/her supervisor must meet to arrange mutually acceptable work schedules and discuss an agreement.
 - ***This agreement can be in the form of an email. It needs to reflect the following:***
 - ***Beginning and end dates to the contract***
 - ***The hours where the administrator will be out of the office***
 - ***The days when the hours will be made up as well as the approach, i.e. start at 7 / stay until 6, etc. Avoid approaches such as “skipping lunch or working from home.” There are ORC and FLSA overtime issues with support staff not having the opportunity for lunch.***
 - ***It should include the proposal from the employee who is teaching and include an approval reply. This can be maintained between the employee and supervisor, but available upon request, should there be a question raised about doing adjunct work during normal work time.***
- At no time will any course preparation, grading, and contact with students be permitted during the employee’s regular work hours.
 - ***Staff who are teaching need to caution students about this issue at the beginning of the semester, and remind them if they show up during work hours at the job.***
 - ***If this is an ongoing problem, supervisors will address the issue.***
- Compensation for part time teaching positions will follow the established adjunct faculty stipend scale, based upon experience and education levels. Remuneration will be processed via an approved Limited Term Contract (LTC) and will follow the terms and conditions of temporary employment positions. Support Staff (Hourly-paid) employees will have a separate hourly rate agreed to for the teaching assignment as described in an addendum to the LTC, per DOL regulations.
- Employees who teach must comply with all relevant policies, procedures, practices, and guidelines as described in the SSU Adjunct Faculty Handbook.

If you have questions or concerns about these guidelines, please contact Human Resources.