

**TEACHING BY MANAGERS, SUPERVISORS, AND CONFIDENTIAL EMPLOYEES**

- 16.1 Faculty Contract Stipulation.** Any teaching will be in accordance with the United Faculty contract provisions.
- 16.2 Teaching by Managers and Exempt Supervisory Employees.**
- 16.2.1** The employee must meet the qualifications outlined in the particular discipline covering the part-time teaching assignment.
- 16.2.2 During Regular Duty Hours.** Exempt management/supervisory employees may teach at no additional compensation during the hours they are officially on duty, with the consent of their supervising manager in addition to the College President, Vice Chancellor, Human Resources and Organizational Development, or Chancellor.
- 16.2.3 Compensation.** Managers and supervisors, with the approval of the Chancellor, Vice Chancellor, Human Resources and Organizational Development or the College President, may teach extended day or Saturday courses during the summer or fall and spring terms with salary based on class and step placement on the appropriate teaching salary schedule.
- 16.3 Teaching by Non-Exempt Supervisors and Confidential Employees.** Non-exempt supervisors and confidential employees may teach on a part-time basis subject to Human Resources Procedure 3070.05. Classified teaching procedures include the following requirements:
- 16.3.1** The employee must meet the qualifications outlined in the particular discipline covering the part-time teaching assignment.
- 16.3.2** The employee has applied for a part-time teaching assignment and been approved for the assignment pursuant to normal District practices.
- 16.3.3** If a part-time faculty position is offered to a classified employee and the hours of teaching would impact the employee's regularly scheduled hours, days, or months of classified employment, the employee must obtain the written permission of her/his immediate supervisor. However, in no circumstances shall classified employees be allowed to adjust their regular classified furlough periods (if any) to provide instructional services. Further, classified employees shall not be allowed to provide instructional services on a voluntary basis.
- 16.3.4** The request to utilize a classified employee for a part-time teaching assignment has been submitted to District Human Resources for review and been approved prior to the employee beginning the part-time teaching assignment.
- 16.3.5** Salary class and step placement on the salary schedule for adjunct faculty shall be in accordance with the methodology outlined in the United Faculty collective bargaining agreement.

**16.3.6** Under certain circumstances, classified employees may be eligible for overtime for teaching part-time. Human Resources Procedure 3070.05 shall be utilized in determining overtime eligibility. If overtime eligibility under the procedure would result in a class and step placement on the salary schedule for adjunct faculty higher than normally allowed, the employee shall have two options:

**16.3.6.1** If the combined classified hours and part-time teaching assignment exceed 40 hours worked in a week, the employee will be required to reduce the classified hours worked that week by taking either unpaid leave or paid vacation so that the combined classified and teaching hours worked do not exceed 40 in that week. This option is only available if approved by the employee's immediate supervisor.

**16.3.6.2** If the combined classified hours and part-time teaching assignment exceed 40 hours worked in a week, the employee can decline the offered part-time teaching assignment.