

The college shall assure that non-faculty staff members who teach for the college are monitored as to workload (ARS 15-1445).

Administrative/Professional (exempt) employees may teach one class, up to four credits, each fall, spring and summer sessions. Compensation for teaching a class will be according to the part-time faculty pay schedule.

Based on the Fair Labor Standards Act (FLSA), full-time (hourly) non-exempt employees are required to receive compensation at time and a half for working in excess of 40 hours a week; therefore they are only eligible to teach if the total payment for the class, up to four credits, can be demonstrated on an hourly basis to be equal to at least time and one half their normal hourly rate.

The teaching assignment cannot occur during the employee's normal (assigned) workday and preparation for teaching such a class shall not take place during normal workday hours.

Employees who teach as part of their normal job duties will not receive additional compensation for teaching classes that are defined as a job responsibility.

Part-time Faculty Teaching Load: The maximum teaching load for part-time faculty is nine (9.0) hours per semester. Part-time faculty cannot teach for credit courses and non-credit courses in the same semester.

Date of Adoption: Adoption of Manual

*References: ARS 15-1445
Fair Labor Standards Act (FLSA)*