

Sussex County Community College
Policy No.: 200.41
Area: Human Resources
Adopted: September 27, 2016

200.41 Compensation for Teaching by Administrative/Support Staff Policy

PURPOSE OF POLICY

To provide that Sussex County Community College (College”) employees will be compensated for their primary job assignment and for any approved College teaching assignments performed outside of their primary job assignment.

GENERAL STATEMENT OF COMPENSATION FOR TEACHING BY ADMINISTRATIVE/SUPPORT STAFF POLICY

Supervisory approval is required whenever administrative/support staff teach a College credit or non-credit course, whether such instruction occurs within or outside of the employee’s regularly scheduled work hours. Administrative/support staff employees who teach credit or non-credit courses at SCCC during their regularly scheduled work hours will not receive additional compensation beyond their normal wages for their primary job assignment. Credit or non-credit courses taught outside of an employee’s regularly scheduled work hours will be compensated at the prevailing College rate for adjunct faculty or non-credit instructors. Administrative/support staff employees may only teach at other colleges outside of their normal working hours.

200.41.1 Procedure for Implementation of Compensation for Teaching by Administrative/Support Staff Policy

The Vice President of Academic Affairs or his/her designee will be responsible for ensuring that administrative/support staff employees who teach credit or non-credit courses at SCCC outside of their regularly scheduled work hours receive a contract for separate, additional compensation for such services.

The College considers it a conflict of interest for a College employee to render service to an outside entity, for which the employee is compensated by that entity, during the employee's regular College work hours. Violation of this provision may lead to disciplinary action, up to and including termination. All employees are required to provide to their supervisor written notice of any outside employment accepted after initial appointment to the College.