

Sussex County Community College

Policy No.: 200.41

Area: Human Resources

Adopted: September 27, 2016

Re-adopted: May 25, 2021

200.41 Compensation for Teaching by Administrative/Support Staff Policy

PURPOSE OF THE 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

Supervisor 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. If an employee is teaching within their regularly scheduled workday, the Supervisor and employee must agree upon a schedule to make up hours missed while instructing. Credit or non-credit courses taught 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.