

CLASSIFIED EMPLOYEES TEACHING CREDIT CLASSES

Policy Number: 422

Categorized: [Human Resources](#)

Responsible Office: Human Resources

Subject: Classified Staff Compensation

Related Policies:

Procedures: See [422P](#).

Additional Information:

Effective Date:

Last Reviewed Date: 07/06/2020

1. Scope

This policy applies to all qualified exempt classified employees teaching credit classes.

2. Policy

- a. The employment of classified staff as adjunct faculty policy seeks to address division teaching needs and employee desire for additional opportunities within the College. Employment of classified staff as adjunct faculty requires adherence to VCCS policies and additional federal and state regulations. Classified employees' qualifications must be reviewed in accordance with established adjunct hiring procedures including minimum teaching qualifications as specified in the VCCS-29. Classified staff who do not meet the necessary qualifications for teaching will not be permitted to teach.
- b. Approval of supervisor is required for each semester that the employee is requested to teach.
- c. Courses taught for extra pay must be scheduled outside of the normal working hours or the faculty member shall be required to use accrued leave. Office hours, for the purpose of working with students on their individual academic and occupational issues or problems, must also be held outside of the normal working hours and/or by using appropriate leave time.
- d. Teaching for traditional academic coursework is generally permitted for 1 course per semester for a maximum of 9 credit hours per fiscal year. It is highly recommended that the classified staff not teach more than 1 course per semester. Teaching for SDV courses is permitted up to 3 courses per semester for a maximum of 9 credit hours per fiscal year.

- e. If the employment status of the classified staff member changes, HR must be notified immediately. Changes in employment status can impact the ability of the employee to continue teaching and/or payment processing.
- f. Classified staff who are approved to teach will be paid for the additional assignment in accordance with the adjunct faculty pay cycle. The additional monies will be included in the regularly schedule classified check.
- g. Employment of classified staff who are classified as Non-Exempt under Fair Labor Standards Act (FLSA) regulations are prohibited from teaching as adjunct faculty.

3. Definitions

Classified employees: employees normally hired on a full-time basis who occupy positions that are listed in the Commonwealth's Compensation Reform Plan and who are covered by the Virginia Personnel Act as found in Chapter 10, Title 2.1 of the Code of Virginia, once they have completed the probationary period. Exempt classified employees are ineligible for overtime compensation in accordance with the Department of Labor's Fair Labor Standards Act (FLSA).

4. Procedures

See [422P](#).

5. Authority