

DSCC Exempt Staff Teaching as Adjuncts Policy

I. Purpose

Dyersburg State Community College recognizes that some full-time staff members may be qualified to assist with the delivery of instruction. This policy provides direction to those staff members who may wish to perform part-time (adjunct) teaching assignments.

II. Scope

Exempt and Non-Exempt Employees teaching part-time.

III. Policy

Qualified exempt employees who chose to teach part-time to support the Mission of the College may do so during non-working hours with approval from their supervisors if the teaching assignments do not conflict with their regular working hours and the operations of the department using the proper approval form.

Although the College recognizes that some non-exempt employees may qualify for adjunct faculty teaching, the College does not permit non-exempt employees to have dual employment with the College. According to the Fair Labor Standards Act, "Employees that perform non-exempt work as his or her primary duty, he or she will be considered non-exempt and must be paid overtime for all hours worked over 40 in a week." Compensation for adjunct teaching would, therefore, not be in alignment with the College adjunct faculty salary schedule, which represents equitable compensation. Therefore, the only teaching permitted by a non-exempt employee is that which is part of his or her normal job responsibilities/duties.

As a general rule, Dyersburg State Community College exempt staff members may not teach classes during their regularly scheduled working hours; the College may approve exceptions to this policy for exempt employees. When instructional needs arise, the Dean responsible for the course will submit an Approval to Teach Outside Department Form to the immediate supervisor of the employee requesting the exception. The form will be reviewed by the Vice President for Academic Affairs and Student Success for consideration of the exempt staff member to teach during his or her regularly scheduled work hours.

The Vice President for Academic Affairs and Student Success will work with the supervisor and the Human Resource Director to determine the operational impact the absence from his or her full-time position will have. The Vice President for Academic Affairs and Student Success will provide his or her final decision to the Dean through the Approval to Teach Outside Department Form.

Exempt staff members must complete all preparation, grading, advising, e-mail responses and other work associated with the class outside of their regularly scheduled work hours. Exempt staff employees are permitted to teach up to two courses per semester, with a maximum of four courses per academic

year (excluding summer terms). The exempt employee serving as adjunct faculty may not leave early from regularly scheduled work to accommodate teaching preparation or instruction.

In the event that an exempt staff member does teach during his or her regularly scheduled work hours, his or her compensation will be determined as follows:

- If hours missed to teach the course are documented and made up within each week the exempt staff member will receive compensation at the current adjunct faculty rate.
- If hours missed to teach the course are charged to annual leave and exempt staff member will receive compensation at the current adjunct faculty rate.
- If hours are not made up nor is annual leave or comp time charged, administrator or staff member will not receive additional compensation.

IV. Compliance

This policy does not apply to exempt staff employees who are required to teach courses as part of his or her normal job responsibilities with no additional compensation. This policy also does not apply to exempt employees who meet the definition of "Faculty" as described in TBR Policy 5:02:01:00 part 1.B.

Definitions

None

V. Revision History

Policy written 9/01/2022 by Director of Human Resources.

Policy approved, with no changes, by Administrative Council on 2/23/2023.

Policy approved, with no changes, by Administrative Council on 10/24/2024.