BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE
ADMINISTRATIVE PROCEDURE

SERIES: 4  Human Resources
NUMBER: AP4101  Employment Actions

Scope: Administrator and Classified Staff as Adjunct Faculty
Approval Date: June 22, 2010
Effective Date: July 1, 2010
Last Review Date: 
Next Review Date: 

SECTION 1. Purpose

1.1. The purpose of this Administrative Procedure is to set forth the guidelines for Administrators and Classified Staff to be Adjunct Faculty.

SECTION 2. Definitions

2.1. Adjunct. Part-time faculty with no presumption of a right to reappointment or designation as tenured or full-time faculty.

2.2. Exempt. An employee not covered by the Fair Labor Standards Act (FLSA) for overtime purposes.

2.3. Non-exempt. An employee who is entitled to overtime benefits as outlined in federal and state law.

SECTION 3. Administrative Procedure

3.1. Blue Ridge CTC realizes that at times qualified administrators and classified staff may be asked to teach as an adjunct.

3.2. A qualified administrator or exempt classified staff who is asked to teach as an adjunct may do so during non-working hours, with the approval of his or her supervisor. When completing the “Recommendation for Adjunct Faculty” form the supervisor should indicate if the adjunct is currently employed and if so he or she is currently full or part-time.

3.3. A qualified administrator or exempt classified staff who is asked to teach as an adjunct may do so during non-working hours, with the approval of his or her supervisor. When completing the “Recommendation for Adjunct Faculty” form the supervisor should indicate if the adjunct is currently employed and if so he or she is currently full or part-time.

3.4. Blue Ridge CTC realizes that some non-exempt employees may be qualified to be an adjunct faculty member, but the Blue Ridge CTC cannot permit dual employment with the College. The Fair Labor Standards Act states that, “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.” Therefore, if a non-exempt employee were to be paid overtime for all hours worked over 40 in a week the salary would not be in line with the adjunct faculty salary schedule. Therefore, in order for a non-exempt employee to teach, his or her job responsibilities must include teaching.

3.5. If an occasion arises when it is necessary for a qualified administrator or exempt classified staff to teach during his or her normal work hours the supervisor must approve this exception. If the
individual does teach during the normal work hours then one of the following must occur, with the approval of the supervisor:

3.5.1. The time away from work for teaching must be made up during that week the individual receives the appropriate compensation.
3.5.2. The time away from work for teaching is charged against the individual's annual leave or the individual receives the appropriate compensation.
3.5.3. If neither of the above occurs then the individual will not be compensated for teaching.

3.6. Regardless of which option is chosen neither the qualified administrator or exempt classified staff is permitted to prepare for class; grade papers, test, etc.; advise students; respond to e-mail from students; etc. during his or her normal work day. In addition, staff members may not leave early from his or her normal work day to prepare for class or to go to class.

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