

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 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

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.