


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 405.3	
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		Last Revision Date:	10-29-90
Effective Date:			
Section:	Personnel	Subject:	Compensation for Teaching Part-Time for Classified and Professional/Administrative Employees

PURPOSE

The purpose is to provide consistent guidelines for the compensation of classified and professional/administrative employees who may provide additional service to the College by teaching classes on a part-time basis.

PROCEDURE

1. Information

An employee may not teach or receive compensation unless the employee is certified by the Arizona Community College Board in the area(s) in which the employee has been assigned to teach.

2. Compensation

2.1 Classes taught during the employee's regular work schedule are not compensable.

2.2 When an employee teaches a class outside the employee's regular work schedule, the employee will be compensated at the current associate faculty rate.