

PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 405.3	
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		Last Revision Date:	05-02-11
		Effective Date:	10-29-90
Section:	Personnel	Subject:	Compensation for Teaching Part-Time for Classified and Professional/Administrative Employees

PURPOSE

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

PROCEDURE

1. Credentials

An employee may not teach or receive compensation for teaching unless the employee is credentialed by the College in accordance with Procedure 603.1 in the academic 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 unless in accordance with procedure 415.7.

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.