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**Subject: Policy for Staff Employed to Teach For-Credit Courses**

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1. Purpose.....	1
2. Policy .....	1
3. Procedures.....	1
4. Definitions.....	2
5. References.....	2
6. Approval and Revisions .....	2

## **1. Purpose**

The purpose of this policy is to outline the university's position regarding additional employment for Classified Staff and University Staff teaching courses at Virginia Tech. Teaching classes refers to any paid employment within the university where the primary focus is teaching undergraduate or graduate classes outside the normal responsibilities of the employee's salaried university position. The policy provides guidelines for staff who do not teach classes as part of the normal responsibilities of his/her full-time job. Individuals teaching classes as part of the normal position, such as staff who are responsible for teaching laboratory classes as part of their full-time position, would not fall under these guidelines. In addition, this policy only applies to staff who have full responsibility for teaching a class; occasional lectures or short presentations are not covered under this policy.. Until such time as the university establishes new human resources policies, University Staff will be covered under policies identical to the Classified personnel policies, unless otherwise noted.

## **2. Policy**

It is the policy of Virginia Tech to allow qualified staff to teach graduate or undergraduate courses at the University. Once approval has been granted by the employee's department head, staff may seek additional or outside employment according to [Policy 4070, Additional/Outside Employment](http://www.policies.vt.edu/4070.pdf) (<http://www.policies.vt.edu/4070.pdf>) and [4296 Adjunct and Wage Faculty Payments \(P14 Payments\)](http://www.policies.vt.edu/4296.pdf) (<http://www.policies.vt.edu/4296.pdf>). Academic departments may employ full-time staff to teach one course per semester. The employee must meet the criteria established for adjunct faculty as detailed in the [Faculty Handbook](http://www.provost.vt.edu/web_pages/Faculty%20Handbook%20Oct%202005.pdf), ([http://www.provost.vt.edu/web\\_pages/Faculty%20Handbook%20Oct%202005.pdf](http://www.provost.vt.edu/web_pages/Faculty%20Handbook%20Oct%202005.pdf)) Section 2.3 Special Faculty Appointments, 2.3.1.3 Adjunct Faculty. Non-exempt staff typically will not be appointed as adjunct faculty; exceptions will be determined by Human resources in consultation with the appropriate Dean.

## **3. Procedures**

The following procedures were developed to provide guidelines for staff teaching classes at the university:

1. The college should concurrently initiate a request to the employee and to the employee's department head and supervisor requesting that the employee teach a course. The request should include the time the course will be taught and information regarding the qualifications required for adjunct faculty status. The employee and his/her supervisor should meet to arrange mutually acceptable work schedules.
2. Class meeting times preferably should be outside the normal working hours of the primary position. If class meeting times occur during the normal work schedule of the primary position, staff employees may use applicable leave with supervisor approval or work extra hours to make up the time. See [Fair Labor Standards Act Policy 4320](http://www.policies.vt.edu/4320.pdf), (<http://www.policies.vt.edu/4320.pdf>) Section 2 Guidelines, Accountability.
3. The department head must review and approve/disapprove the request. Once approval is granted, the employee is responsible for ensuring satisfactory performance in the primary position. The adjunct teaching job is not considered part of the primary position and, therefore, will not be considered part of the staff performance evaluation process.

4. Compensation for teaching classes will be negotiated between the department and the employee teaching the class based on the rate paid by the department for other adjunct faculty with similar experience/qualifications for the same or similar course. If adjunct faculty rates have been established, the department should provide these rates to the employee [See [Fair Labor Standards Act Policy 4320](http://www.policies.vt.edu/4320.pdf), (<http://www.policies.vt.edu/4320.pdf>) *Section 3.27 Joint Appointment and Section 3.29 Occasional and Sporadic Work*].
5. Non-exempt employees whose regular duties and teaching duties combine to equal more than forty hours worked in a workweek will be paid overtime in accordance with [Policy 4320 Guidelines for the Fair Labor Standards Act](http://www.policies.vt.edu/4320.pdf) (<http://www.policies.vt.edu/4320.pdf>).
6. Payment is made through [Policy 4296 Adjunct and Wage Faculty Payments \(P14 Payments\)](http://www.policies.vt.edu/4296.pdf) (<http://www.policies.vt.edu/4296.pdf>).

## 4. Definitions

1. **Additional Employment:** Any work performed for payment inside or outside the university other than the primary salaried employment.
2. **Exempt Position:** A position that is not subject to the minimum wage and overtime provisions of the Fair Labor Standards Act. The status of the position may be determined by contacting Personnel Services.
3. **Non-Exempt Position:** A position that is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act. The status of the position may be determined by contacting Personnel Services.
4. **Staff:** Defined as salaried non-faculty employees, and includes Classified Staff and University Staff. Effective July 1, 2006, the university will have two groups of salaried non-faculty employees: those covered by the Virginia Personnel Act and State Human Resource policies (Classified Staff) and those covered under University Human Resource policies (University Staff). All new salaried non-faculty staff, including transfers from other state agencies, hired on or after July 1, 2006, are hired as University Staff and will be covered under University Human Resource policies.

## 5. References

[Policy 4070, Additional/Outside Employment Policy.](#)

Rule 9.5: *Rules for the Administration of the Virginia Personnel Act.*

*Fair Labor Standards Act, Overtime Provisions.*

[Faculty Handbook](#), Section 2.3 Special Faculty Appointments

[Policy 4292 Adjunct and Wage Faculty Payments \(P14 Payments\)](#)

[Policy 4010, Human Resources Policies Governing University Staff](#)

## 6. Approval and Revisions

Recommended by the Commission on Classified Staff Affairs.

Approved by CSA: April 12, 1995.

Approved by University Council: May 1, 1995.

Approved by the President: May 1, 1995.

Issued as President's Policy Memorandum 156.

- Revision 1

All changes provide procedural clarification; no policy content changes were made.

Approved February 3, 1999, by Director of Personnel Services, Linda Woodard.

October 10, 2001: Technical corrections to update policy links.

- Revision 2

Reference to *Policy 4292 Adjunct and Wage Faculty Payments (P14 Payments)* has been added.

Approved March 11, 2002 by Vice President for Budget and Financial Management, M. Dwight Shelton Jr.

- Revision 3

September 1, 2006 – Technical revisions include University Staff in accordance with resolution approved by the Virginia Tech Board of Visitors June 12, 2006 to cover University Staff under policies identical to the current human resources policies until the new human resources system is developed.

Policy title changed from “Policy for Classified Staff Teaching Courses” to “Policy for Staff Employed to Teach For-Credit Courses”.