

NORTH CENTRAL STATE COLLEGE
POLICY AND PROCEDURES MANUAL

COMPENSATION FOR PART-TIME OR OVERLOAD
NON-TEACHING ACTIVITIES

Effective:

Policy No. 3357:13-16-47

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(see also Articles [XXI](#) (Faculty Workload) and [XXV](#) (Compensation) of CBA_121708)

Per-hour compensation for part-time or overload non-teaching, special project activities performed by faculty and professional staff members is normally 1/2 (one-half) of the highest part-time teaching rate. The rationale for this is that the part-time teaching rate is designed to compensate for one hour of instruction and one hour of class preparation and teaching-related support activities. Consequently, when payment is being made for one hour of service with no support activities, 1/2 of the teaching rate is appropriate.

Any exception to the above rates of pay must be proposed by the appropriate supervisor through submission of the "Request for Variance" form, approved by the Director of Human Resources, approved by the appropriate Vice President, and approved by the President. This process must occur before the performance of the work commences.

OK

CFO (Human Resources)