

NORTH CENTRAL STATE COLLEGE
POLICY AND PROCEDURES MANUAL

TEACHING OPPORTUNITIES FOR STAFF

Effective:

Policy No. 3357:13-16-59

Page 1 of 1

Staff employees shall not be permitted to teach classes or engage in other compensated activities during their regular work hours; normally from 8:00 a.m. – 5:00 p.m., Monday through Friday. However, staff employees may teach a class under the following conditions:

- A.) A class of no more than fifty (50) minutes may be taught during the employees regularly scheduled lunch hour. The class may not start before 12:00 noon or end later than 2:00 p.m.

- B.) A staff employee may teach a class during an academic year if there are necessary and challenging circumstances which require such a teaching assignment. A request including the necessity/rationale to teach the class must be in writing and signed by the staff member's immediate supervisor and appropriate Vice President, no later than two (2) weeks prior to the start of the quarter. The request will be reviewed by the President's Staff for final approval.

No preparation or course-related work shall be permitted at the staff member's respective area of responsibility during regular hours.