



College Personnel – Personnel General	2.13
2.13.27 Teaching Classes at Kishwaukee College (Non-Faculty Employees)	<i>Adopted: October 12, 2010</i>
	<i>Reviewed: October 12, 2010; February 21, 2012; March 12, 2024</i>
	<i>Revised: February 21, 2012; March 12, 2024</i>

Effective Fall 2024: It shall be the policy of the Board to allow qualified exempt employees whose primary position at the College is in a non-faculty position and who meet minimum credential requirements for the position, to teach up to a maximum of six contact hours extra-pay assignments per semester.

All assignments requires the recommendation of the Vice President of Instruction and the signed approval of the immediate supervisor, the appropriate Senior Leadership Team member, and the College President. This approval process must be completed for each semester in which the non-faculty employee teaches a course.

Permission to teach may be granted to non-faculty exempt employees based on the following:

1. Employee will be allowed to teach only after full-time faculty base load requirements are satisfied, and after qualified part-time faculty are considered.
2. Employee is a Fair Labor Standards Act (FLSA) ex(E)31 (rd y6hE)31 te -time position

prevent a conflict of time

ing hours; or arrangement
ours and it does not
up all work hours missed
illary activities cannot be

cheduled working hours is
with students and other

partment in which the
Senior Leadership Team

Any changes to the items identified above must have written approval of the College President.