

**6Hx19-2.36****SUPPLEMENTAL INSTRUCTIONAL CONTRACTS AND  
WAIVER REQUESTS**

The purpose of this Board Rule is to establish Board policy regarding supplemental instructional contracts and waiver requests.

The College's full-time instructional personnel may, with the permission of their immediate administrative supervisor, accept a part-time, supplemental contract to teach a maximum of three (3) college-credit courses (not to exceed 11 college credit hours) or six (6) technical credit hours, in addition to their full-time load, in any academic term. For the purposes of this Board Rule, academic term shall be any portion of a fall semester, to include Term I, IA and IB, inclusive; any portion of a spring semester, to include Term II, IIA, and IIB, inclusive; or any portion of a summer semester, to include Term III, IIIA and IIIB, inclusive.

The College's full-time administrative personnel may accept a part-time supplemental contract to teach a maximum of six (6) college credit hours or three (3) technical credit hours in any academic term, provided they have received the permission of their immediate supervisor to accept a course(s) to teach.

Administrative staff who serve on the President's Administrative Leadership Team (PALT) may, with the authorization of the President, teach a course in very rare and unusual circumstances, or in special instances or in programs that may have a drastic intent to positively impact student retention/completion.

Payment for all such courses shall be in accordance with the Supplemental Salary Schedule for Classroom Instruction-Credit as approved by the District Board of Trustees.

Under extenuating circumstances, the President may waive the maximum teaching load established by this Board Rule or may allow for a member of PALT to teach a course in a given semester. Waivers must be made in writing to the Campus Provost (EC, NC, PC, SH), who will send them to the Vice President of Instruction/Provost, West Campus. The Vice President of Instruction/Provost, West Campus, will send waiver requests to the President for final approval.

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Non-exempt employees may not be contracted to teach any College courses (credit or non-credit) to insure compliance with the Federal Fair Labor Standards Act.

Rule Adopted: 6/12/73; 7/11/74; 8/25/75; 8/21/78; 11/19/79; 7/16/84; 11/16/87;  
10/17/95; 10/21/97; 2/21/06; 2/17/09; 01/26/16

Effective Date: 6/12/73; 7/11/74; 10/7/75; 8/21/78; 11/19/79; 7/16/84; 11/16/87;  
10/17/95; 10/21/97; 2/21/06; 2/17/09; 01/26/16

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65

Other References:

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(18); 1001.65(1)(3)(5)(25);  
1012.83  
Title 29 United States Code, sections 201-219

Proposer: Timothy L. Beard, President