

6Hx19-2.36 Supplemental Instructional Contracts and Waiver Requests

This Board Policy governs supplemental instructional contracts and waiver requests.

The Pasco-Hernando State College's (College) 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 Policy, academic term shall be any portion of a fall semester, to include Term I, IA, IB and IC, inclusive; any portion of a spring semester, to include Term II, IIA, IIB and IIC, 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 Cabinet 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 need 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 (DBoT).

Under extenuating circumstances, the President may waive the maximum teaching load established by this Board Policy or may allow for a member of Cabinet to teach a course in a given semester. Waivers must be made in writing to the Senior Director of Campus (EC, NC, PC, SH), who will send them to the Vice President, Academic Affairs/Chief Academic Officer. The Vice President of Academic Affairs/Chief Academic Officer will send waiver requests to the President for final approval.

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

Rule Initially Adopted: 6/12/73

Policy Review History: 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; 1/26/16; 4/21/26

Legal Authority:

General Authority: FS: 1001.64; 1001.65

Law Implemented: FS: 1001.64(1)(2)(4)(18); 1001.65(1)(3)(5)(23); 1012.83; Title 29 United States Code, Sections 201-219