

# **Full Time Employee Working Additional Part Time Position**

## **Full Time Exempt Employees Teaching Part Time or Working Additional Part Time Hourly Positions**

This procedure applies to all full-time exempt staff who wish to work part time hours in addition to their full time assignment or wish to teach a class(es) part time at Yavapai College.

Regularly scheduled courses are those which are taught under the auspices of a department or division and which meet at regularly scheduled times for at least one semester, and would typically be taught by certified full time or adjunct faculty. All part time hourly work performed by exempt staff must be outside their regular job responsibilities.

1. Classes taught and/or hours worked during the employee's regular work schedule are not compensable.
2. When an employee teaches a class or works part time hours outside of their regular work load assignment and schedule, the employee will be compensated at the regular adjunct faculty load hour rate and/or the appropriate part time hourly wage.

## **Full Time Non-Exempt Employees Teaching Part Time or Working Additional Part Time Hourly Positions**

This procedure applies to all full-time non-exempt staff who wish to teach a class on a part time basis, or work an additional part time job assignment at Yavapai College.

Non-exempt staff typically will not be appointed as adjunct faculty; exceptions will be determined by Human resources and the employee's full time supervisor in consultation with the appropriate Dean.

Regularly scheduled courses are those which are taught under the auspices of a department or division and which meet at regularly scheduled times for at least one semester, and would typically be taught by certified full time or adjunct faculty. All part time hourly work performed by non-exempt staff must be outside their regular job responsibilities.

Non-exempt employees may engage in teaching and/or additional part time hourly work subject to approval by the supervisor of their full time job, the instructional supervisor/Division Dean/part time supervisor and Human Resources. Approval is required regardless of the time of the day or the day of the week that the course is taught. However, the course and/or part time work must be scheduled outside of regularly scheduled work hours (e.g. evening and weekend) to be considered for approval. In no instance will the employee be permitted to teach a course or work other part time hours that are scheduled during the regularly scheduled work hours of their full time position.

# Compensation For Non-Exempt Staff

Non-exempt employees are eligible for overtime, and while pursuing teaching appointments at Yavapai College is valued, consideration must be given to potential costs incurred via overtime even if the teaching appointment is designated as salaried.

Full time non-exempt employees who either serve in a certified/teaching capacity or work additional part time hours or positions in addition to their regular full time assignment must be paid a blended overtime rate for all hours in excess of 40 worked per week.

It is the responsibility of the instructional area and/or the part time supervisor to both calculate and pay for the overtime of a non-exempt employee working the additional assignment. The overtime must be calculated prior to the start of the teaching or additional hourly assignment, and must be included in the loading payment or payroll paperwork (INSPAY, or additional pay). This premium amount (blended overtime) is to be paid for the duration of the part time assignment, unless there is a change in hours worked per week at which time the premium must be recalculated.

## How to Calculate Blended Over Time

Step	Example	Result
1. Determine the weekly salary rate for a 40 hour work week. (gross Bi-weekly rate divided by 2)	Example: Biweekly pay \$1,000	divided by 2 = \$500 per week.
2. Calculate the weekly rate for the classroom hours taught. Example: Employee teaching a 3 credit course.	3 credit course = 3 classroom hours per week. 3 load hours at \$545 per load hour = \$1,635.	\$1,635 divided by 15 week semester = \$109.00 per week.
3. Add the regular full time weekly salary to the weekly teaching rate of gross pay.	Weekly Gross Pay	Hours worked per week:
Full time job	\$500.00	40
Teaching Assignment	\$109.00	3
Total	\$609.00	43
4. Calculate the average hourly rate.	\$609.00 divided by 43 hours =	\$14.16
5. Calculate the overtime premium portion of the overtime rate by dividing the average hourly rate by 2. (e.g. the additional 50% or "0.5" of the "1.5" rate. The weekly salary and the regular load rates are the equivalent of "straight" time.)	\$14.16 divided by 2 (or 50%) =	\$7.08

6. Calculate the weekly overtime premium. Multiply= Example: \$7.08 x 3 hours \$21.24  
 the hourly overtime premium by the number of hours worked over 40. This is the rate to be paid to the non-exempt employee in addition to the regular load rate.

7. Add the weekly overtime premium amount to the weekly gross pay..

	Weekly Gross Pay	Hours worked per week:
Full time job	\$500.00	40
Teaching Assignment	\$109.00	3
Blended OT Premium	\$21.24	-
Total Weekly Gross	\$630.24	43

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