



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

DJ-9 Dual Employment of Full-Time Employees

APPROVED: August 19, 1985 **REVISED:** November 23, 2020
Year of last review: 2021

AUTHORIZING BOARD POLICY: DJ

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Vice President of Instruction and Workforce Education

OBJECTIVE: To outline the guidelines for dual employment of District personnel who are employed in a full-time position and in a concurrent part-time position at the District.

PROCEDURE:

- I. Full-time faculty* may be given an "overload" assignment of up to three (3) equivalent three-hour credit class(es) per semester, as determined by identified District need and as approved by the Dean. See Procedure DJ-1 *Credit Full-time Faculty Workload*.
- II. Full-time administrative and professional support staff will be permitted to teach one credit class (three-hour lecture or three-hour lecture and one-hour lab, or equivalent clock hour instruction in a non-credit program) during each of the regular semesters. Non-exempt professional support staff may not be concurrently employed in a dual position with the District. Full-time administrative and professional support staff will be permitted to teach two credit classes in the summer: two (2) three-hour lecture classes or two (2) three-hour lecture classes and one-hour labs, or equivalent clock hour instruction in a non-credit program). See Procedure DJ-2 *Credit Part-time (Adjunct) Faculty Workload*.
- III. Instructional supervisors who assign classes to administrative and exempt professional support staff must ensure that the staff member is:
 - A. Qualified and meets the educational requirements for the class to be taught;
 - B. The class is not to be taught during regularly assigned work hours for the staff member; and
 - C. Able to meet the obligations of the class by being physically present during the semester, including holding office hours. An employee should not commit to teach a class if there would be a problem in fulfilling the teaching assignment.
- IV. Classified staff, because of complex reporting and other requirements mandated by federal wage and hour laws, may not be employed by the District in a concurrent part-time capacity. Non-exempt professional support staff may not be concurrently employed in a dual position with the District.
- V. The actual employment of a full-time employee in a concurrent part-time assignment must be coordinated and signed off by the hiring supervisor and the employee's full-time supervisor. The signatures of approval of all supervisors (Dean/Director/Vice President) must be reflected on the employment action form.
- VI. Any variation to the above guidelines must be approved by the full-time employee's immediate supervisor and the appropriate Vice President.

* Note: The word "faculty" denotes instructors, counselors and librarians.