

# Policy Manual



<b>Title: Supplemental Work for Administrators and Staff</b>	<b>Number:</b> 6Hx2-3.49
<b>Legal Authority: Fla. Statutes 1001.64</b>	<b>Page:</b> 1 of 1

## GENERAL STATEMENT

In order to achieve our mission to achieve student success, it is important to have Broward College administrators and staff available to serve students during regular hours; therefore, full-time Broward College administrators and staff may be permitted to engage in supplemental employment at the College provided the supplemental employment is approved by the employee's supervisor, and will not interfere or negatively affect the employee's ability to perform their primary job position.

No more than a total of either (a) six credit hours or (b) 96 contact hours of non-credit courses or (c) the equivalent number of contact hours for non-teaching supplemental work or (d) an equivalent combination of the aforementioned may be taught/performed in any one term. All must be outside of the expected hours of the employee's primary job.

## THE POLICY and THE STUDENT

Whether face-to-face or online, teaching demands the best from each instructor. Working at a full-time position at the college and teaching classes more than six credit hours or performing the equivalent diminishes the assistance students can receive from their instructor and/or interferes with the employee's primary position.

## THE POLICY and THE FACULTY AND STAFF

This limitation on supplemental work – is comparable to the full-time faculty limit on teaching extra-pay courses.

## IMPLEMENTATION and OVERSIGHT

It is the responsibility of the employee to limit oneself; however, the scheduling system will also show the number of courses being taught by each individual. Human Resources and the supervisor will assure that the limit is not exceeded.

## VIOLATION OF POLICY

Policy violations shall be investigated by the Executive Director for Human Resources and Equity and/or his/her designee. Policy violations will result in appropriate disciplinary action up to and including termination.

<b>History:</b> <i>Adopted August 27, 2013, Revised April 28, 2015</i>			
<b>Approved by the Board of Trustees</b>	<b>Date:</b> 04/28/2015	<b>President's Signature</b> <i>J. David Anthony Jr.</i>	<b>Date:</b> 04/28/2015